

The German Film Office (GFO) is currently seeking a

Newsletter Editor

We are seeking a qualified candidate to join our team starting April 2024 in a **remote, freelance** capacity.

The GFO is an initiative of the Goethe-Institut and German Films. Based in New York, we collaborate with local partners to bring the best of contemporary and repertory films from Germany to U.S. audiences.

Requirements:

- College education (BA);
- Professional experience with Mailchimp;
- Excellent editorial skills;
- Solid photo editing skills;
- Knowledge of foreign film/familiarity with German films welcome but not required;
- Experience working with arts/film organizations;
- Native or near-native fluency in English;
- German language skills welcome but not required

Our ideal candidate is someone who:

- Will manage our monthly newsletter, research and edit its content, and develop a language that engages our subscribers;
- Is a reliable, independent, proactive worker who follows our monthly newsletter schedule and is finely attuned to the format's requirements and opportunities;
- Is both a creative thinker and able to translate ideas into action while meeting deadlines

Job description:

- Research and compile monthly newsletter content, including film events hosted by the GFO and the Goethe-Instituts in the U.S. and Canada, partner events across the region, and relevant film news;
- Participate in and contribute to editorial meetings;
- Prepare newsletter listings following the GFO's Mailchimp template;
- Research and edit images for the newsletter;
- Assist with the Goethe-Institut's social media and newsletter management tools;
- Prepare social media kits for the GFO's events as needed;
- Prepare website listings as needed

The salary of this position is \$35/hour. During our busiest periods, the newsletter editor works an average of 10 hours/month. Special projects may require additional time.

Please email your resume and one-page cover letter to gfo-newyork@goethe.de by March 31. No phone calls, please.