



# Employee for the Cultural Program (M/F/D)

**at the Goethe-Institut Tokyo  
Full-time position (100%), fixed-term**

*The Goethe-Institut is the cultural institute of the Federal Republic of Germany with a global presence. We promote knowledge of the German language, foster international cultural cooperation, and provide information about cultural, social, and political life in Germany.*

We are seeking a committed individual with strong initiative and organizational talent to start on **April 1, 2026, or later**. You feel at home in both the analog and digital cultural spheres, actively follow current cultural discourses and trends, and are well connected. Together with us, you aim to create new impulses for German-Japanese cultural exchange.

The **cultural programs of the Goethe-Institut Tokyo** aim to promote dialogue between cultural professionals from Japan and Germany, as well as multilateral contacts, to create opportunities for collaboration and to support co-productions. This includes developing innovative cultural formats that stimulate social debates, make artistic diversity and contemporary positions visible, and cultivate sustainable networks within the cultural sector.

## **Your specific responsibilities:**

- You conceptualize and plan cultural programs of the Goethe-Institut Tokyo in cooperation with Japanese and international cultural partners, coordinating closely with the institute's director.
- You independently coordinate and implement projects and events.
- You establish and maintain ongoing contacts with partners and organizations in Japan and Germany.
- You support artists and speakers during their projects.
- You plan and implement press and public relations measures and contribute editorially.
- You plan project budgets, manage financial controlling, and handle project administration and accounting in coordination with the institute's director.
- You prepare reports, follow up on projects, and evaluate their impact.

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Sprache. Kultur. Deutschland.

**Your profile:**

- In-depth knowledge of and strong networks within the Japanese cultural scene; contacts in the German cultural scene are desirable.
- Experience in conceptualizing and implementing complex cultural projects, especially in the fields of visual arts and music.
- Completed university degree or equivalent qualifications.
- Intercultural competence, creativity, and strong organizational skills.
- High resilience, strong team skills, flexibility, and willingness to work on weekends.
- Excellent Japanese (N1), German (C1), and English (100 / 5.0) language skills are required.

**We offer:**

- A varied and responsible position in an international environment.
- Collaboration within a committed and collegial team.
- The opportunity to help shape the cultural work of the Goethe-Institut in Tokyo.
- Professional development opportunities within the Goethe-Institut.
- Attractive, locally competitive remuneration.

**Application deadline:**

Please send your application (CV, motivation letter, certificates) by **March 8, 2026** to:

**bewerbung-tokyo@goethe.de**

**Your contact:**

Melanie Bono, Director  
Tel.: +81-3-3584-3260  
[www.goethe.de/tokyo](http://www.goethe.de/tokyo)

**Notes:**

- The contract is limited to two years.
- Regular working hours are 39 hours per week.
- If necessary, you will receive support in extending your work permit and, if applicable, your visa.

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