



# **JOB ANNOUNCEMENT**

## **PROJECT MANAGER – CULTURE & SUSTAINABILITY**

**GOETHE  
INSTITUT**

Sprache. Kultur. Deutschland.

## **JOB ANNOUNCEMENT**

**The Goethe-Institut Armenien, the cultural institute of the Federal Republic of Germany, is seeking a motivated Project Manager for Culture & Sustainability for the EU-funded Programme at the Goethe-Institut Armenien from September 2026 until February 2029.**

### **POSITION TITLE**

Project Manager for Culture & Sustainability

### **CONTRACT TYPE**

Half time position (20h/week)

### **DUTY STATION**

Yerevan, Armenia

### **CONTRACT DURATION**

September 2026 - February 2029

### **ABOUT THE PROGRAMME**

The programme aims to strengthen EU-Armenia cooperation through culture, youth engagement, and sustainability initiatives, while increasing the visibility and public understanding of EU engagement in Armenia. Implemented in close cooperation with the EU Delegation, EUNIC members, national stakeholders, and civil society actors, the programme combines cultural ecosystem development, youth participation, and sustainability-focused public engagement.

### **ROLE**

The Project Manager – Culture & Sustainability is responsible for the operational planning, coordination, and implementation of all culture- and sustainability-related programme activities.

The role combines support for emerging artists and cultural initiatives, cultural programming through libraries and community spaces, cooperation with festivals and cultural platforms, and sustainability-focused initiatives that connect cultural actors with environmental and civil society stakeholders. The position also oversees the management of grant schemes, public events, forums, and stakeholder partnerships, ensuring strong public engagement and visibility throughout the programme.

### **MAIN TASK AND RESPONSIBILITIES INCLUDE:**

#### **Programme Management and Coordination**

- Plan, coordinate, and implement project activities
- Ensure timely delivery of outputs and milestones
- Coordinate project timelines, partners, and stakeholders

### **Grant Scheme Management**

- Manage open calls, selection processes, contracting, and monitoring of supported projects
- Provide support to beneficiaries throughout implementation

### **Partnership and Stakeholder Engagement**

- Maintain and develop relationships with project partners and external stakeholders
- Facilitate cooperation and exchange across sectors and institutions

### **Event and Activity Management**

- Coordinate public events, forums, exchanges, and visibility activities
- Ensure high-quality delivery of project activities

### **Visibility and Reporting**

- Contribute to communication and visibility efforts
- Collect project results and prepare reporting inputs
- Support monitoring and evaluation processes

## **QUALIFICATIONS**

### **Essential**

- University degree in cultural management, arts administration, sustainability, social sciences, international relations, or a related field
- Minimum 5 years of relevant professional experience in project management
- Demonstrated experience in implementing cultural, community-based, or sustainability-related projects
- Experience organizing public events, forums, festivals, or grant schemes
- Excellent knowledge of cultural and creative sectors in Armenia
- Excellent coordination and stakeholder management skills
- Excellent Armenian and good command of English

### **Desirable**

- Experience managing grant programmes and open calls
- Experience facilitating cooperation between different sectors and stakeholders
- Existing network among cultural organisations, festivals, NGOs, libraries, and sustainability actors
- Experience in public engagement, participation, and audience development
- Familiarity with EU-funded programmes and cultural cooperation initiatives

## **REQUIRED COMPETENCIES**

- Project planning and implementation
- Partnership development and stakeholder management
- Communication and facilitation skills
- Organisational and coordination skills
- Ability to manage multiple activities simultaneously
- Problem-solving and adaptive planning
- Ability to work in multicultural and multi-stakeholder environments

## **APPLICATION PROCEDURE**

### **Interested candidates should submit:**

- CV (maximum 4 pages)
- Cover Letter (maximum 2 pages), outlining the applicant's motivation for the position and demonstrating how their qualifications and experience meet the requirements of the role
- Contact details of two professional references

Applications should be submitted in English no later than August 23 to **hasmik.muradyan@goethe.de** and **jan-tage.kuehling@goethe.de**

### **Please indicate the subject line:**

Project Manager – Culture & Sustainability

**On-site interviews are scheduled for August 27 & 28.**

### **Please Note**

The advertised position is contingent upon the successful approval of external funding. Employment contracts can only be offered once funding has been formally confirmed.