



## Job Opening

### GOETHEHAUS MANAGER

**Goethe-Institut Jakarta**  
**Full-time position**

*The Goethe-Institut is the cultural institute of the Federal Republic of Germany with a global reach. We promote knowledge of the German language abroad and foster international cultural cooperation. In addition, we convey a comprehensive picture of Germany by providing information on Germany's cultural, social and political life.*

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The Goethe-Institut Indonesia is seeking to recruit a manager its event space "GoetheHaus" in Jakarta starting **01 October 2024**.

#### **The duties of the GoetheHaus manager mainly include the following areas:**

- On-site management of GoetheHaus (Goethe-Institut Jakarta's performance/cinema hall) for cultural programmes, e.g. film screenings, discussions, dance performances, book readings
- Handling of inquiries and bookings, scheduling and technical requirements for internal and external events, i.e.
  - o Communication, advice and coordination with external rental inquiries (Indonesian/English)
  - o Instruction, monitoring and quality management of external and internal technicians
  - o Creation of process plans
  - o Data maintenance (customer directory, utilization reports)
  - o Maintaining and updating information and marketing materials regarding the Goethe Haus
- Overseeing the maintenance of GoetheHaus' building and equipment
- Technical support for Goethe-Institut's own events at GoetheHaus as well as at other venues.

[www.goethe.de](http://www.goethe.de)

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**We are looking to recruit a highly motivated individual who meets the following requirements:**

- Fluent in Indonesian language, very good knowledge of English in speech and writing, German is an asset
- Relevant work experience
- Autonomy, willingness to learn and self-initiative
- Ability to work in a team (whose technical understanding might vary) and social skills
- Time flexibility (evening and weekend programmes)

**Technical skills needed:**

- Intermediate technical knowledge of audio-visual presentation for film and video, e.g. film formats
- Knowledge of audio visual related equipment and software
- Basic technical understanding of audio presentation for music performance, e.g. sound routing, channeling, simple acoustic

The GoetheHaus Manager works at the interface between artists, customers and technicians. This requires excellent communication and administrative skills and a high level of self-organization. We offer an attractive range of duties and responsibilities, an interesting working environment and remuneration at market rates, and look forward to receiving your application.

If you should have any questions, please contact Dr. Ingo Schöningh, Director of Cultural Programmes of the region Southeast Asia, Australia and New Zealand at Goethe-Institut Indonesia ([ingo.schoeningh@goethe.de](mailto:ingo.schoeningh@goethe.de)). Further information about the activities of the Goethe-Institut can be found at: [www.goethe.de/jakarta](http://www.goethe.de/jakarta)

Please e-mail your complete application together with a detailed motivation letter to [bewerbung-jakarta@goethe.de](mailto:bewerbung-jakarta@goethe.de) by **latest 6 September 2024**.

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