



JOB ANNOUNCEMENT PR & EVENT COORDINATOR

in the team of the EU-funded project “Creative Compass Georgia”

at the Goethe-Institut Georgien

Fulltime position (40h/week)

The Goethe-Institut Georgien, the cultural institute of the Federal Republic of Germany, is seeking a **PR & Event Coordinator** within the EU-funded project “Creative Compass Georgia”. The position is initially limited to two years (24 months) starting on January 1, 2025 (or later).

“Creative Compass Georgia” is an EU-funded project which is implemented by the Goethe-Institut Georgien. The project strengthens cultural and creative industries across Georgia (outside Tbilisi) by identifying cultural spaces, supporting their development, creating networking opportunities, and by providing financial support to creative entrepreneurs or the creation/upgrade of creative infrastructure. Within the team structure of “Creative Compass Georgia” the advertised position is mainly responsible for the project’s external communication in different mediums including conceptualising and organising public events as well as supporting our beneficiaries in developing their own audiences and messaging.

Main tasks and responsibilities include:

- Independently structure and implemented a coordinated communication approach using different digital and non-digital channels - streamlining key message across different mediums and events - in close coordination with the Project Lead
- ensure that EU Communication & Visibility and Goethe-Institut's guidelines are fully respected, and coordination with the European Commission's internal communication services (Digi Tool)
- Coordinate external agency/independent consultants to create graphic components, layout, and/or translations.
- Editing written communication about the project (e.g. for publications, web page, social media postings, etc.)
- Management of the project's web presence
- Conceptualise, organize, and coordinate events, conferences, and workshops to showcase project achievements or to engage stakeholders
- Engage with grant beneficiaries about their communication approach; provide guidance and oversights to their efforts (e.g. regarding publications, events, audience development etc).
- Contribution to the Goethe-Institut Georgien's overall communication and public outreach by actively contribution to the communication team of South Caucasus
- Archiving publications and contribution to knowledge-management and reporting within the team
- Other relevant tasks

Essential skills and experience:

- University degree (Bachelor) in communication, public relations, marketing, PR/event organisation or a related field

www.goethe.de

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.



- At least three years' experience of related and progressively more responsible or expansive work experience in public relations in non-profit or public sectors focusing on culture, education, media
- Proven experience applying and adhering to regulations, procedures, and reporting requirements associated with EU-funded projects and with corporate brand manuals.
- Previous experience in identifying key messages and to consistently communicating them in different formats to key audiences. Experience in communication with public administrations such as ministries, city councils, EU Commission and/or EU Delegations as well as press offices, journalist etc.
- Proficiency in Georgian and in English (minimum: C1). Good German skills will be an asset;
- Experience in working with external agencies and organising workflows efficiently.
- Excellent computer skills (esp. MS office) and proficiency in common communication tools incl. social media platforms and content management systems.
- Fundamental understanding of creative industries in Georgia and/or the region.
- Substantial experience in working in an international, English-speaking environment.
- Ability to work independently with attention to detail and accuracy, to work under stress, with temporarily high workload, and under minimal supervision; Strong organization and time management skills, ability to multi-task, prioritize tasks effectively and respect deadlines;
- Strong organization and time management skills, ability to multi-task, prioritize tasks effectively and respect deadlines;
- Ability to handle crises or unexpected challenges by developing crisis communication plans and responding promptly to mitigate negative impacts
- Self-reflection, willingness to revise, acceptance of criticism, ask questions where necessary
- Mobility and flexibility, e.g. readiness to work on weekends and/or for work-related traveling if and where necessary.

Candidates wishing to apply should send their application in English by email putting "PR & Event Coordinator (Creative Compass Georgia)" in the subject line to bewerbungen-georgien@goethe.de

The application should include:

- Motivation letter
- CV
- Relevant degrees and work certificates/recommendation letters

Please send all in ONE PDF and enclose your contact information (incl. a phone number) and a professional reference.

Deadline for applications is 26.11.2024.

Please note that only shortlisted candidates will be invited for a personal interview.

www.goethe.de

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.