



JOB ANNOUNCEMENT PROJECT TEAM SUPPORT

in the team of the EU-funded project "Creative Compass Georgia"

at the Goethe-Institut Georgia

Part-time position (20h/week)

The Goethe-Institut Georgien, the cultural institute of the Federal Republic of Germany, is seeking a **Project Team Support** within the EU-funded project "Creative Compass Georgia". This part-time position is initially limited to one year (12 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 handling cross-cutting issues like knowledge management and supporting internal communication.

Main tasks and responsibilities:

- Design, adaptation and implementation of a knowledge management concept in the project team (with the participation of all project team members)
- Conception and implementation of activities for the presentation of the project on the premises of the Goethe-Institut Georgia (mainly courtyard and "new" library)
- Support in the design and implementation of events
- If necessary, writing and/or proofreading of texts in German for publication (incl. external translations)
- Support in updating the project website in consultation with PR & Event Coordinator / kulturweit volunteers

Essential skills and experience:

- University degree (BA/MA) in a field of cultural or social sciences.
- Work experience (incl. internships) in cultural organizations and/or institutions; experience of working in an international, English-speaking environment desirable.
- Very good knowledge of German (min. C1) and good English skills (min. B2); Knowledge of Georgian is an asset
- Very good knowledge of common office software (especially MS Office programs); Good knowledge of common communication tools including CMS and openness to improve these.
- Ability to work independently; Strong organizational and time management skills.
- Work experience in Georgia and/or the region is an advantage.
- Willingness to work under stress, with a temporary high workload and under minimal supervision; High attention to detail

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- Self-reflection, willingness to rethink, acceptance of criticism, asking questions where necessary.
- Willingness to work outside official working hours.

Candidates wishing to apply should send their application in English by email putting "Project Team Support (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.

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