



JOB POSTING

COMMUNICATIONS COORDINATOR FOR “FilmED”

**at the Goethe-Institut Czech Republic
Freelance position / 10 hours per week**

The Goethe-Institut is looking for a dedicated colleague for the coordination of communications of the Creative Europe project "FilmED" starting January 2025. Due to the duration of the project, the position is limited until 31|12|2025.

The Goethe-Institut e.V. is the globally active cultural institute of the Federal Republic of Germany. We promote knowledge of the German language abroad and foster international cultural cooperation.

“[FilmED](#)”, a project funded with special funds (Creative Europe), is dedicated to a thorough exploration of film education, significantly enhancing our understanding of the medium of film. Between 2024 and 2025, in cooperation with international partner organisations - cultural and educational organisations, film festivals, cinemas and other film institutions - from Poland, the Czech Republic, Slovakia, Hungary and North Macedonia, we will test and analyse the best practices in European film education methods through real-life workshops and bring them all together in an interactive website. The core of the website will be practice-based learning scenarios that can be implemented directly in the classroom or at any other learning venue (e.g. programs of cultural/educational institutions). In this way, we offer interested educators and cultural and educational organizations' representatives training, practical guidelines and concrete support.

The Communications coordinator will implement the already-existing communications strategy of the project and supervise the communications activities of the FilmED project in all partner organisations. The candidate will be responsible for working with the project manager, project partners, and the Goethe-Institut team in Prague.

As the communications coordinator for “FilmED” your responsibilities will mainly include:

- implementing the FilmED's already-existing Brand Strategy and Communication strategy
- supervising each partner's contribution to project communication goals
- providing active support to all project partners with their project communication activities (namely their communication team)
- defining the communication mix in cooperation with all partner organizations
- creating a communication content calendar
- create an accessible depository for all project content materials (videos, photos, templates and other useful content)
- creating communication packages and guidelines for key items of the communication mix

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Requirements:

- Proven work experience in communications on a coordinating/managing position;
- Proven experience with coordination of (communication) teams;
- Flexibility, ability to work in a team, ability to work accurately with tight deadlines;
- High communicative competence and high service orientation;
- Excellent knowledge of written and spoken English (C1/2); knowledge of Czech is not a must, but preferable;
- Familiarity with EU-funded projects consortiums is appreciated, but not required;
- Experience in cultural (film) projects communication is an advantage

We offer:

- A creative work environment within the framework of a European project with international partners;
- An exciting and varied field of activities in an international German Cultural Institute;
- A supportive and committed team;
- Possibility of mobile working hours by arrangement

Application process:

- Please send your application in digital form with the required documents (letter of motivation, CV) in English as a PDF file to: tereza.stastna@goethe.de.
- The application deadline for this job posting is **December 6th, 2024**. Please note that applications received after the deadline will not be considered.
- We value diversity and therefore welcome all applications irrespective of gender, nationality, ethnic and social origin, religion, disability, age or sexual orientation and identity.

Data Protection:

The Goethe-Institut collects, processes and uses personal data of the applicant both for the purpose of filling the position and within the framework of the legal permissions and any declaration of consent granted to the Goethe-Institut under data protection law. Further details can be found in the separate data protection declaration, to which we hereby expressly refer.

You can find this at: <https://www.goethe.de/ins/cz/de/dat.html>

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