



JOB POSTING

PROJECT COORDINATOR „PERSPECTIVES 2” WITH FOCUS ON EVENT MANAGEMENT

at the Goethe-Institut Czech Republic

Scope of employment: 75 % (30 hours per week)

The Goethe-Institut is looking for a dedicated colleague for the financial and administrative management of the project "Perspectives 2" starting 01|01|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.

“Perspectives 2” is a specially funded project (EU funds) which aims to further develop a label for independent, constructive, multi-perspective journalism for young adults. Perspectives 2 is implemented by an editorial network from Central Eastern Europe under the leadership of the Goethe-Institut and with the participation of the online magazine Jádu. Perspectives promotes the work of young and aspiring journalists through a junior reporter program, among other things. Accompanying events make journalism and opinion making tangible in an innovative way in physical space.

As the Project Coordinator for "Perspectives 2" your responsibilities will essentially include:

- Support the Project Manager with the smooth roll-out of the project as well as with administrative and financial tasks;
- Support communication with project partners on matters and questions pertaining to the project's administration;
- Coordinate the planning and implementation of events and activities taking place in the framework of „Perspectives 2“;
- Coordination of the events of the participating Goethe-Institutes in Central and Eastern Europe and the project partners;
- Coordination with the project partners and the Goethe-Institutes in Estonia and Hungary to implement the Junior Reporters Programme.
- Ensure that project activities (e.g. events) are in line with the project budget as well as agreed timelines;
- Contribute to the drafting of the interim and final report required by and submitted to the funding agency.

Requirements:

- University degree e.g. in media or cultural management or equivalent knowledge and skills;
- Proven work experience in project coordination and event planning or a similar role;
- Very good organisational skills;
- Experience in working with event management;
- Good computer skills (MS Office, content management system);
- High communicative competence and high service orientation;

Goethe-Institut e.V.
Zweigstelle Tschechische
Republik

Masarykovo nábřeží 32
CZ - 110 00 Praha 1
IČO: 43000894
DIČ: CZ683868819
www.goethe.de/prag

www.goethe.de

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- Flexibility, ability to work in a team, ability to work under pressure and with tight deadlines;
- Very good knowledge of written and spoken English;
- Knowledge of the German language desirable.

We offer:

- A creative work within the framework of a European project with international partners;
- An exciting and varied field of activity in the German Cultural Institute, including free access to cultural events;
- Modern office in a landmark building in the historical centre of Prague;
- Possibility to enroll on a free German language course;
- A supportive and committed team;
- Possibility of remote working by arrangement.

Application process:

- Please send your application in digital form with the required documents (letter of motivation, CV, references) in German or English as a PDF file to Prag-Bewerbungen2@goethe.de.
- The application deadline for this job posting is **15 December 2024**. Please note that applications received after the deadline will not be considered.

Data Protection:

The Goethe-Institut collects, processes and uses personal data of the applicant's personal data both for the purpose of filling the position and within the 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: www.goethe.de/ins/cz/de/dat.htm.

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