



## Vacancy at ASEF

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|--------------------------------|---------------------------------|
| <b>Title</b>                   | Project Executive – Culture 360 |
| <b>Department</b>              | Cultural Exchange               |
| <b>Type of position</b>        | Initially 1-year contract       |
| <b>Estimated Starting Date</b> | Immediately                     |
| <b>Deadline of Application</b> | 15 October 2008                 |

### Brief

The **Asia-Europe Foundation (ASEF)** seeks to promote better mutual understanding and closer cooperation between the people of Asia and Europe through greater intellectual, cultural, and people-to-people exchanges. These exchanges include conferences, lecture tours, workshops, seminars and the use of web-based platforms. Established in February 1997 by the partners of the Asia-Europe Meeting\* (ASEM), ASEF's major achievement is the establishment of permanent bi-regional networks focussed on areas and issues that help to strengthen Asia-Europe relations.

Through the meetings and workshops it organises in Europe and Asia, **ASEF Cultural Exchange Department** seeks to offer a unique environment where artists and cultural professionals from Europe and Asia can meet, exchange ideas and experiences and develop potential future common projects between Asia and Europe. To fulfil its mission, ASEF has developed three programme areas:

1. **Young artists' exchange:** with its yearly series of Asia-Europe Art Camp, *Future Image*, Asia-Europe Forum for Young Photographers; *Pointe to Point*, Asia-Europe Dance Forum; *ImPULSE* Asia-Europe Music Camp; Asia Europe Film Meeting and Asia Europe Comics Project;
2. **Process Oriented Platforms and Networks:** with web-based platforms like cinema: <http://sea-images.asef.org>; <http://www.culture-asef.org> and the recently launched Asia-Europe Culture Portal *Culture 360* <http://www.culture360.org> ; networks like ASEMUS: museums: [www.asemus.org](http://www.asemus.org) and platforms like *Connect2Culture* and the autonomous cultural centres platform for exchange
3. **Dialogue on Policy and Culture :** with conferences stimulating the interface between cultural professionals/artists and policy makers

The Cultural Exchange Department is composed of one director and 4 project staff. All ASEF activities which take place in Europe and Asia are co-organised by ASEF headquarters in Singapore. All ASEF departments have a balanced representation of Asian and European professionals and trainees in their team.

### About the Position

The Cultural Exchange department seeks to engage a motivated **project executive** for a

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\* **ASEM** (the Asia-Europe Meeting) is an informal process of dialogue and cooperation. It brings together Austria, Belgium, Brunei, Bulgaria, Cambodia, China, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Laos, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, The Netherlands, Pakistan, The Philippines, Poland, Portugal, Romania, Singapore, Slovakia, Slovenia, South Korea, Spain, Sweden, Thailand, United Kingdom, Vietnam, the ASEAN Secretariat and the European Commission.

permanent position starting as soon as possible. The successful candidate will be assisting in the coordination of the flagship project Culture360.

Culture360 is a multidisciplinary arts and cultural online tool focused specifically on Asia and Europe. It is a platform to inform, collaborate, interact and exchange ideas amongst the arts and cultural communities across Asia and Europe. For more information view: <http://www.culture360.org>.

Applicants should be nationals from the ASEM countries. He/She should have a good understanding and demonstrable professional experience in combining culture/arts and ICT. He/She will be actively working on the development of Culture360 and involved in additional projects upon necessity of the department.

He/She will be assigned the following general duties and responsibilities:

- Assist in the coordination of the Culture360 editorial group and steering committee;
- Assist in the updating and coordination of the content, web design, technical releases in collaboration with the technical developer;
- Assist in the management of user-generated content and user relations with the editorial group;
- Assist in the conceptualisation of online and offline events and projects e.g. identification of partners, identifying issues for meeting agendas, speakers and participants, etc.;
- Assist in general communication and editing of the Culture360 Newsletter;
- Assist in fundraising for Culture360;
- Prepare and compile reports of project under his/her charge;
- Conduct relevant research and information-gathering, as well as database entry;
- Prepare necessary documents for all stages of project cycle management;
- Assist in the organisation of selected projects/events in addition to the main project assigned;
- Maintain project-related database of contacts and alumni;
- Maintain a good filing and quick retrieval system of key information and data;
- Update relevant website with the latest information on the project;
- Promote strong networks and good relationships with partner institutions;
- To actively contribute and give intellectual input to CE's development and participate in general activities of ASEM;
- Other duties (administrative, financial, etc) assigned by the Department Director, Assistant Director or Project Manager.

Candidates should have the following **profile**:

- Hold an MA university degree arts/cultural management or relevant field of experience (preferably combining culture/arts and ICT)
- Sound work experience with online tools (portals, websites, blogs, forums, wikis, etc);
- Good knowledge and working experience with content management systems, especially in the cultural field in Asia and Europe;
- Demonstrated knowledge and interest in international cultural cooperation and cultural policy issues;
- Proven experience of project planning and project management;
- Working knowledge of 2-3 ASEM languages is an advantage;
- Passport holder of an ASEM country;
- Able to work effectively with minimal supervision;

- Excellent command of English (both written and oral) and strong interest in working in a multi-cultural environment required;
- Excellent presentation, organizational & communication skills and imaginative thinking;
- Strong interpersonal skills, cultural awareness and the ability to effectively communicate with a wide range of individuals and constituencies.

## **How to Apply**

Applicants should send the followings:

- a. **Cover letter** detailing the qualities/contributions that he/she can bring to the Cultural Exchange project development
- b. **CV with candidate's contact details** highlighting past studies/work experiences related to the above job requirements.
- c. **Two references**

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For further information, visit [www.asef.org](http://www.asef.org).