



Vacancy at ASEF

Title	Project Officer
Department	Cultural Exchange
Type of position	Initially 1-year contract
Estimated Starting Date	Immediately
Deadline of Application	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 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 officer** for a one-

* **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.

year contract with option to renewal upon satisfactory performance starting as soon as possible. The successful candidate will be assisting the Director of the Cultural Exchange Department.

Applicants should be nationals from the ASEM countries. He/She should have a good understanding and demonstrable professional experience in the related working areas of the Cultural Exchange department as mentioned above. He/She will be actively working on the development of specific projects, acquire a better knowledge of Asia and European cultural exchange context and get the opportunity to contribute his/her knowledge based on his/her past experiences.

He/She will be assigned the following general duties and responsibilities in the field of cultural project management:

- Assist the project team, under supervision of the Director and Assistant Director, on the different phases and activities related to the implementation and execution of selected projects (research, identification of partners, negotiation, design, organization, reporting and evaluation of projects);
- Assisting in conducting relevant research and information-gathering, as well as database entry;
- Assist in conceptualising projects for the department e.g. identification of partners, identifying issues for meeting agendas, speakers and participants, etc.
- Prepare necessary documents for all stages of project cycle management;
- Assist in the organisation of selected projects/events;
- Assist in programme and project delivery including quality, content and design
- Prepare and compile final reports of projects;
- 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;
- Assist in generating publications and articles for the department;
- To actively contribute and give intellectual input to CE's development and participate in general activities of ASEF;
- 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, cultural policy or related to the arts;
- Minimum 2 years of relevant experience in working in cultural management and/or the cultural policy and some international cultural project experience;
- Good knowledge of project planning and project management;
- Demonstrated knowledge and interest in international cultural cooperation and cultural policy issues;
- Working knowledge of 2-3 ASEM languages will be an advantage;
- Passport holder of an ASEM country;
- Able to work effectively under supervision;
- Demonstrated ability to work in a multi-cultural team environment;
- 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;

- Proficient in MS Office and basic Web administration (familiarity with Microsoft Sharepoint a plus)

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 (maximum 2 pages)
- b. **One page description of one example of a cultural project** you have participated in and describe your contribution to it
- c. **CV with candidate's contact details** highlighting past studies/work experiences related to the above job requirements.
- d. **Two references**

To: Kay Green Lee (Ms)
Asia-Europe Foundation
Cultural Exchange
31 Heng Mui Keng Terrace
Singapore 119595

or email: kay.lee@asef.org

For further information, visit www.asef.org.