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Singapore

DEADLINE
29 MAR 2013

Job | Project Administrator | Arts Network Asia | Singapore



Creative Encounters

ARTSNETWORKASIA



Arts Network Asia in partnership with the Asia-Europe Foundation (ASEF) and Trans Europe Halle (TEH), invites applications from qualified candidates for the position of Project Administrator for the programme Creative Encounters.

The Project Administrator is responsible for the overall coordination of the programme - "**Creative Encounters: Cultural Partnerships between Asia and Europe**", including the administrative arrangements necessary for the good development of the programme.

The Administrator will work in close coordination with the programme partners in the communication and administration with the 6 selected project partners .

The project administrator will assist on both the 2nd Edition and 3rd Edition of the Creative Encounters programme for the year 2013.

This is a part time position for candidates based in Singapore.

Requirements:

- Minimum Diploma Holder with at least 2 years of working experience in arts administration and cultural management or relevant fields;
- Strong administrative and communication skills are MUSTs; with a preference for administrative work;
- Proficiency in MS Office;
- Strong interest in international relations and artistic exchanges and dialogues.

Interested candidates are invited to submit a resume, with your expected salary to Tay Tong at: taytong@theatreworks.org.sg by **29 March 2013**

Please title your application as : "Application for Project Administrator (Creative Encounters)"

Only shortlisted candidates will be notified.

For more details about **Creative Encounters** please visit:

<http://www.asef.org/index.php/projects/programmes/2130-creative-encounters>

www.artsnetworkasia.org.sg

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16 JUN 2015

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ABOUT ASEF CULTURE360

culture360.asef.org brings Asia and Europe closer by providing information, facilitating dialogue and stimulating reflection on the arts and culture of the two regions.

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