



## Vacancy at the Asia-Europe Foundation (ASEF)

Job Title	Project Executive (PE)
Department	Culture
Location	Singapore
Type of Position	Initially 1 year, renewable
Expected Start Date	January 2024
Application Deadline	31 October 2023

### About the Asia-Europe Foundation (ASEF)

The Asia-Europe Foundation (ASEF) promotes understanding, strengthens relationships and facilitates cooperation among the people, institutions and organisations of Asia and Europe. ASEF enhances dialogue, enables exchanges and encourages collaboration across the thematic areas of culture, education, governance, sustainable development, economy and public health.

ASEF is an intergovernmental not-for-profit organisation located in Singapore. Founded in 1997, it is the only institution of the Asia-Europe Meeting (ASEM)<sup>1</sup>. For more information, please visit [www.ASEF.org](http://www.ASEF.org).

### About the Culture Department

Culture is one of ASEF's key thematic areas. We promote cultural relations by connecting artists, cultural professionals, arts organisations, public institutions, networks and museums in Asia and Europe. Through our projects we support access to information, facilitate cultural policy dialogue and promote artistic diversity and digital capacity building. Within the ASEM process, we play the role of facilitator between arts communities and policy makers by bringing the voice of the arts community to the policy level and translating recommendations of ASEM Leaders into concrete ASEF projects in culture.

ASEF's Culture Portfolio in 2023-24 includes:

- **ASEF culture360** – [culture360.ASEF.org](http://culture360.ASEF.org), an information platform for artists and policymakers, comprising a series of virtual residencies, media partnerships and publications.
- **Asia-Europe Cultural Festival**, a public arts festival showcasing the best of traditional and contemporary art from Asia & Europe alongside ASEM leaders' meetings.
- **ASEF Roundtable Series – Recalibrating the Compass**, a series of closed-door roundtables with arts organisations, institutes of culture and other stakeholders on key trends in the arts & culture sectors for post-pandemic recovery.
- **Virtual Residencies Series**, an online residency programme providing mentorship and peer to peer collaboration for young emerging artists and arts professionals from Asia & Europe.

<sup>1</sup> The Asia-Europe Meeting (ASEM) is an intergovernmental process established in 1996 to foster dialogue and cooperation between Asia and Europe. The 53 ASEM partners are Australia, Austria, Bangladesh, Belgium, Brunei Darussalam, Bulgaria, Cambodia, China, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Kazakhstan, Korea, the Lao PDR, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, the Netherlands, New Zealand, Norway, Pakistan, the Philippines, Poland, Portugal, Romania, the Russian Federation, Singapore, Slovakia, Slovenia, Spain, Sweden, Switzerland, Thailand, the United Kingdom, Viet Nam, the European Union, and the ASEAN Secretariat. For more information, please visit [www.ASEMinfoboard.org](http://www.ASEMinfoboard.org)

## About the Position

### **Primary Function:**

The Project Executive (PE) is responsible for the implementation and execution of ASEF Culture Department's projects. This includes project delivery, encompassing the areas of quality, content and design.

He/She is expected to implement the assigned project/s in line with the organisation's standard operating procedure in project management, as well as assume responsibility in stakeholder management and alumni relations pertaining to the assigned project/s. The incumbent's work will be under the supervision of the Department Director and the senior team in charge of each programme.

The appointment is on a one-year contract basis with an initial 1-month probation period based in Singapore.

### **Qualification and experience**

- Bachelor's degree or Master's degree in arts management, international relations, cultural policy, cultural diplomacy or related field
- 3 to 7 years of work experience in international project management in arts and culture related fields; previous working experience in international organisations will be of added value.

### **Key Responsibilities:**

#### **Core Function:**

- Assist the senior team in developing Programmes & activities.
- Responsible for project delivery including quality, content & design.

#### **Project Management**

- Assist in development and implementation of projects in the area of international cultural relations with multiple partners from Asia and Europe.
- Execution & management of various projects/activities under senior team member supervision and/or independently.
- Plan and implement project-related communication (including on social media).
- Responsible in upholding the standards of project delivery; including quality, content & design.

#### **Financial Management**

- Budget planning; assist in monitoring & managing the dept's budget & expenses.
- Budget management; good knowledge in budget management & institutional planning

#### **Networking**

- Build and nurture a network of collaborative professionals & institutions, as well as outreach to ASEM Partners & government agencies.
- Maintain project-related databases of contacts & alumni,
- Database entry maintenance.

### Other responsibilities

- Assist senior team members in the preparation & compilation of reports, concept notes and project proposals.
- All other tasks as assigned, including those from the viewpoint of the whole organisation by the Department Director and the Senior Management.

### Key Competencies:

- Strong knowledge of national, regional & international arts sectors, particularly on cultural policy and international cultural co-operation
- Cultural sensitivity and demonstrated ability to work in a multicultural team environment.
- Strong organisational skills, attention to details and ability to effectively communicate with individuals from diverse professional and social backgrounds.
- Exercise self-leadership in one's own area of work.
- Proactive, and creative in problem solving.
- Proficiency in both written and spoken English.
- Excellent organisational and communication skills
- Well versed with web administration & social media communications (including use of social media platforms and scheduling tools)
- Proficiency in Microsoft Office package and IT skills with cloud-platforms such as Formstack and Mailchimp.

### Citizenship

- Candidates must be citizens and passport holders of an ASEM countries<sup>1</sup>

### Remuneration

The successful candidate will be offered a monthly salary commensurate with her/his qualifications and work experience. Other applicable benefits include an annual wage supplement, paid leave, and medical benefits.

### How to Apply

To apply for this position, please submit the following documents:

- Cover letter (max 500 words) detailing the qualities/contributions that you would bring to ASEF Culture Department
- Curriculum vitae with your contact details, highlighting your education, work experiences and other qualifications related to the job requirements.
- Copy of your passport(s)
- Contact details of 2 referees who can comment about your recent work in a professional capacity; please mention the capacity in which you know them.

Please send your application by e-mail with the subject “**CE PE\_your full name**” to [hr@asef.org](mailto:hr@asef.org) by **Tuesday, 31 October 2023**.

As we receive a large number of applications, we seek your understanding that only shortlisted applicants will be contacted via e-mail.

*ASEF is an employer who does not discriminate against any job applicant or employee based on gender, sexual orientation, disability, age, colour, ethnicity/race, national origin (ancestry), religion (creed), marital status or pregnancy.*

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