

## **The Japan Foundation, Sydney**

Position: Part-time Program Coordinator

Department: Arts and Culture Department

Fixed Term Position (Up to 2 years)

The Japan Foundation, Sydney, aims to promote cultural exchange between Japan and Australia as one of 26 overseas offices of The Japan Foundation, which was established in 1972 in Tokyo. We organise and participate in a diverse range of cultural events to provide Australians with opportunities to experience Japanese art and culture, and support Japanese studies and Japanese language education in Australia through a variety of programs. For more details, please see our website: <https://sydney.jpf.go.jp/>

We are currently seeking a highly motivated person for the position of **Part-time Program Coordinator in the Arts and Culture Department**.

### **1. Salary and conditions: Part-time appointment**

Three or four days a week depending on availability, from 9:00am to 5:00pm (days and time vary depending on event schedule) in the office (Level 4, Central Park, 28 Broadway, Chippendale 2008 NSW). Weekend work is occasionally required due to events.

\$27.17 ~ \$30.13 per hour (depending on previous experience and skill level) + 11.51% superannuation. Up to 2 years contract. Six month probationary period.

### **2. Responsibilities**

You will be responsible for (but not limited to) the following tasks:

1. Assisting with A&C events through concept development, copywriting and proofreading associated texts, updating The Japan Foundation, Sydney website, managing and implementing external promotions, and supporting implementation of exhibitions, workshops, talk events, film screenings etc.
2. Overseeing recruitment and supervision of volunteers for The Japan Foundation, Sydney.
3. Managing The Japan Foundation, Sydney's film library program, including coordinating with film distributors and co-organisers, managing the film shipment schedule and budget, and collating reports.
4. Assisting with the A&C's largest yearly project, the Japanese Film Festival through film selection & classification, writing and editing copy and updating the JFF website, , recruiting and managing JFF volunteer coordinators, and managing and

implementing external promotions and in-kind partnerships, etc. Some interstate travel may be required to implement openings and events.

### **3. Selection Criteria**

#### **Essential:**

1. Australian citizenship or residency
2. Excellent verbal and written skills in English (native level).
3. Proficiency in Microsoft Office and Google Workspace tools
4. Highly motivated with a strong sense of responsibility, along with the flexibility to work in a fast-paced team setting, as well as take initiative when working independently.
5. Ability to juggle multiple tasks with competing deadlines and lead and delegate to volunteers and assistants when necessary.
6. Interest in Japanese culture and arts.
7. Experience in the Arts, inc. art exhibition, exhibition installation and relevant public programs.

#### **Desirable:**

1. Advanced verbal, reading and writing skills in Japanese (JLPT N2 or equivalent)
2. Familiarity with Adobe Creative Cloud (Photoshop, InDesign)

### **4. Commencement Date:**

May 12, 2025 \*negotiable

### **5. Application must include:**

- (1) A cover letter and resume in English including the names and contact details of at least two referees;
- (2) Writing task (Attachment);
- (3) A statement briefly addressing each selection criteria.

### **6. Application deadline:**

11.59pm AEST April 27, 2025

All applications must be submitted directly by email to [hr\\_sy@jpf.go.jp](mailto:hr_sy@jpf.go.jp) with the subject line of 'Part-time Program Coordinator A&C Application'.

### **7. Enquiries**

Please contact [hr\\_sy@jpf.go.jp](mailto:hr_sy@jpf.go.jp) with the subject line of 'Part-time Program Coordinator A&C

Enquiry' for enquiries regarding this role.

## Writing Task

Collect information about Japanese film “*Shoplifters*” (2018, dir. Hirokazu Kore-eda) and write the following three texts.

**1. Short synopsis for Japanese Film Festival program booklet (approx. 100 words)**

**2. Long synopsis for Japanese Film Festival website (approx. 170 words)**

**3. Blog post introducing the film more in depth (approx. 500 words)**

### References

Short synopsis in JFF program booklets: <https://japanesefilmfestival.net/booklet/>

Long synopsis on the JFF website: <https://japanesefilmfestival.net/film/a-man/>