

**Job title: Programmes and Engagement Senior Executive / Executive**  
**Full-time position**

Reporting to the Executive Director, you will be working in a dynamic and innovative environment to promote Asian cinema. If you are looking for a meaningful job that brings Asian films and people together, you could be the person we are looking for.

**Key responsibilities will include but are not limited to:**

- Work with programmer(s) to research and develop film programmes.
- Coordinate and work with guest curators to develop and execute programmes.
- Manage film traffic for screenings.
- Work with designer(s) / editors on designs and trailers for film programmes.
- Organise and conduct film related events such as discussions, symposiums, exhibitions etc.
- Generate writings such as synopses, articles, blogs etc.
- Develop partnership and fundraising proposals and maintain effective working relationships with filmmakers, partners, sponsors, and stakeholders.
- Recruit, engage with, and develop volunteer programme.

**Requirements:**

- University degree and above in film / media studies, communications, the arts, or comparable degrees.
- At least two or more years relevant working experience. Candidates without relevant experience are welcome to apply and will be considered for an Executive appointment.
- Excellent writing, oral, editing, interpersonal, administrative, and organisational skills. Proficiency in Asian languages is an advantage.
- High energy, self-motivated, with lots of initiative, and the ability to work in a team.
- Good working knowledge of IT, design programmes, social media and other web-based applications.

**Application:**

Applicants should submit a letter of interest, current CV and any relevant supporting materials to [info@asianfilmarchive.org](mailto:info@asianfilmarchive.org) by **19 July 2021** with the subject header "Programmes and Engagement Position Application 2021".

Please note that this position is open only to Singapore citizens or Permanent Residents.

We regret that only shortlisted candidates will be notified.