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The [Arts Network Asia](#) (ANA), a regional arts network and regrant programme, initiated and managed by TheatreWorks since 1999, invites applications from qualified candidates for the **position of Grants Executive**.

The **responsibilities** for this position are the following:

- Management of the ANA Annual Project Grants and other partnership programmes, including crafting and disseminating the call for applications; receiving and compiling the proposals in response to the call, respond to queries; communicating with applicants; coordinating the translation of the proposals; and facilitating the selection process of the proposals;
- Coordinating the administrative arrangements with the awardees including signing of agreements and arranging disbursements of the fund;
- Monitoring the development of the successful projects including submissions of progress report and final report by the grantees;
- Assisting in communication plan for the programme(s);
- Maintaining and updating the content of ANA website and ANA online directory, including coordinating with web designers.

The **requirements** for this position are the following:

- 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; and

-Strong interest in regional relations and artistic exchanges and dialogues.

Interested candidates are invited to submit a resume, stating current and expected salary with a recent photograph via email to taytong@theatreworks.org.sg

Please title your application as : “Application for ANA Grants Executive”.

Only shortlisted candidates will be notified.

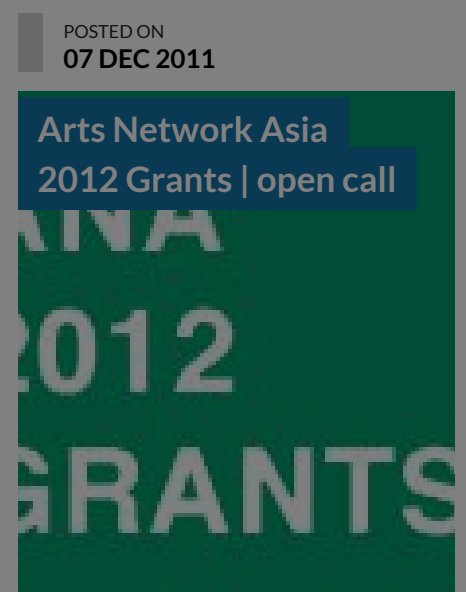
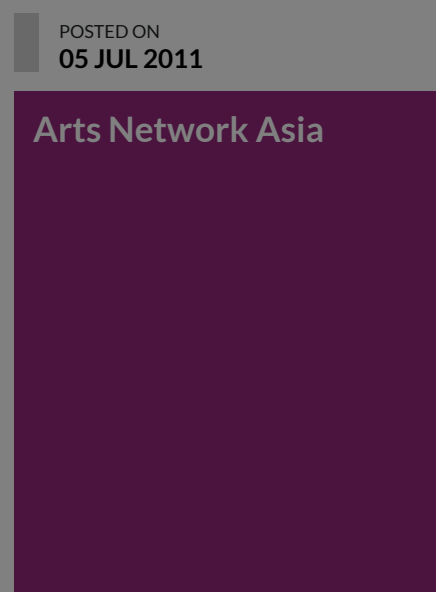
About Arts Network Asia (ANA)

Arts Network Asia (ANA), established in 1999 by founder, Ong Keng Sen and TheatreWorks (Singapore), is a regional arts network of independent group of artists, cultural workers and arts activists from Asia and an enabling grant body, working across borders in multiple arts disciplines that encourages and supports artistic collaboration, dialogue, exchange as well as develop managerial and administrative skills within Asia. ANA operates in 11 languages.

ANA encourages and supports artistic collaboration and exchange within Asia through its Annual Project Grants, decided by the 9-member Peer Panel working in different disciplines from around Asia. Besides, ANA offers Travel Grants that enable collaboration, research, networking and dialogues across borders in Asia. Applications for the Travel Grants open all year round. ANA is supported by The Ford Foundation since its inception. (www.artsnetworkasia.org <<http://www.artsnetworkasia.org>>)

The ANA in partnership with Asia-Europe Foundation (ASEF) established Creative Encounters in 2011, a grant to encourage greater Asia-Europe dialogues. ANA is also currently a partner to the Prince Claus Fund for its country-specific grant programmes.

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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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