



# ISR

International School  
on the Rhine

KINDERGARTEN

ELEMENTARY

SECONDARY

Düsseldorf - Meerbusch - Neuss

*Become a part of  
our ISR Family!*

# WE ARE HIRING

**Position:**  
*Event Manager*

**Start Date:**  
**As soon as possible**

[Jobs@isr-school.de](mailto:Jobs@isr-school.de)





# JOIN OUR DYNAMIC TEAM AS A FULL-TIME EVENT MANAGER

## KEY RESPONSIBILITIES

### EVENT PLANNING AND DELIVERY

- Plan and run ISR's internal and external events end to end, from community events, consulate visits to university fairs, Open House and Info Days, the International Spring Festival, and cultural celebrations such as St. Martin's Day, Halloween, Carnival, and Chinese New Year
- Build the annual event calendar in line with the academic year and admissions cycle
- Prepare run-of-show plans, manage events on site, and coordinate staff and volunteers
- Represent ISR at evening and weekend events

### EVENT COMMUNICATION AND REGISTRATIONS

- Manage all event communications, from save-the-date announcements to post-event thank-you messages, and promote events across the website, social media, newsletters, and parent channels
- Set up and continuously monitor registrations, and follow up proactively with guests before and after each event
- Keep school leadership informed about registration numbers and hand over leads to the admissions team

**START DATE: ASAP**

**WE ENABLE GREAT MINDS AND STRONG CHARACTERS**



## **COMMUNITY AND PARTNERSHIPS**

- Work closely with school leadership, teachers, counselors, students, parents, and alumni, and host VIP and diplomatic guests
- Build long-term relationships with cooperation partners and sponsors, including co-hosted events, sponsorship opportunities, and internship programs with the University & Career Counseling team
- Maintain the partner database and identify opportunities for new partnerships

## **BUDGET AND LOGISTICS**

- Manage event budgets, permits, and licenses (e.g., GEMA), as well as the Marketing Storage Room
- Coordinate ISR's US-style school bus for events, including scheduling, routes, and student supervision

## **DAY-TO-DAY MARKETING SUPPORT**

- Support the marketing team with content for the website, social media, and newsletters, as well as admissions campaigns
- Maintain marketing calendars and contact lists, and take on additional marketing tasks as needed



## Qualifications and Experience

- Solid experience planning and running events, ideally including large events with several hundred guests or more
- Experience in an educational, nonprofit, or international setting, or in partnership management and sponsorship, is a plus
- Professional-level English and very good German skills
- Proficient in Microsoft 365 and comfortable using AI tools, event registration tools, and social media
- Driver's license

## Skills and Personal Attributes

- Highly organized multitasker who can manage several events at once with close attention to detail
- Calm and solution-oriented under pressure and when plans change
- Friendly, professional, and poised presence with families, students, diplomats, and representatives
- Strong written communication skills and a proactive, reliable approach to follow-ups
- Intercultural awareness and genuine interest in a diverse school community
- Hands-on team player

## Join us in shaping young minds at ISR

• If this opportunity excites you, we look forward to receiving your application. To apply, please email your CV and cover letter to [jobs@isr-school.de](mailto:jobs@isr-school.de). We are always open to discussing possibilities with inspiring candidates.

## Why Join ISR?

- At ISR, you will experience unwavering support from committed and welcoming colleagues, confident, hardworking students, and a very supportive ISR community. If you are passionate about education, dedicated to excellence and eager to contribute to our learning community, ISR is the place for you.



# Who We Are & What We Stand For

A passion for lifelong learning, a positive learning environment and a determination to bring out the best in our students – this is what our dedicated team at ISR International School on the Rhine stands for and strives for.

With three - soon to be four - educational institutions, ISR prepares more than 1,200 students from Kindergarten through Grade 12 for the most prestigious universities worldwide - all in a multilingual and culturally diverse environment.



Learning at ISR is guided by our principle:

**We Enable Great Minds and Strong Characters.**

Academic excellence and positive character building are the top priorities at ISR.

**Our motto?**  
**It's cool to be good!**

**WE ENABLE GREAT MINDS AND STRONG CHARACTERS**



## A home away from home

At ISR, colleagues become friends and our international community sees itself as the ISR Family. Through many international festivals, our particularly international community, and our numerous internationally oriented cooperation partners, we create a home away from home.

Besides that, the special location of ISR International School on the Rhine favors a wide range of great residential opportunities - in Neuss and in the direct vicinity of Düsseldorf.

These two popular cities, where most of our colleagues have found a new home, offer numerous attractive neighborhoods and places to live!



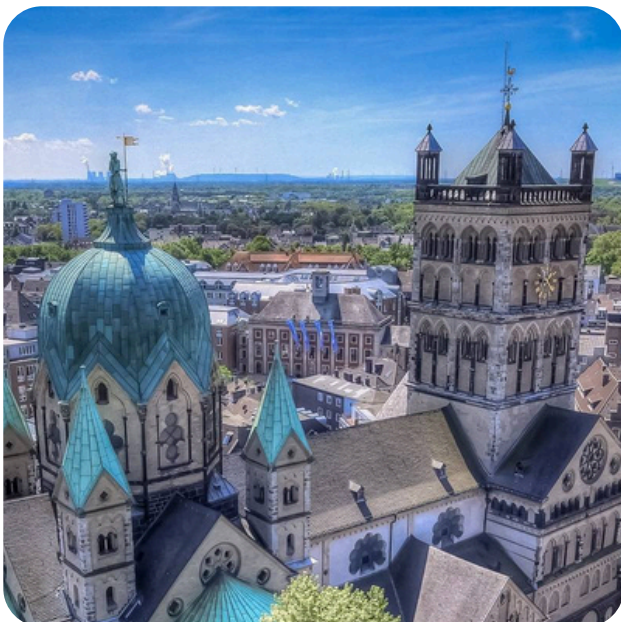
WE ENABLE GREAT MINDS AND STRONG CHARACTERS



## Located in the heart of two particularly attractive cities

**Düsseldorf**, North Rhine-Westphalia's capital city, is known for its internationality.

Only a few minutes away from Neuss, Düsseldorf is an attractive and bustling Rhine metropolis, where you can find what your heart desires in the various and very different - often very international - districts!



**Neuss**, known for its Roman past and local customs, is one of the oldest cities in Germany and impresses with its nature reserves and an exciting urban history.



## If you share our values and philosophy, contact us!

We will expect you to make a meaningful contribution in a fast-paced, rewarding workplace and in return will offer a range of career development opportunities.

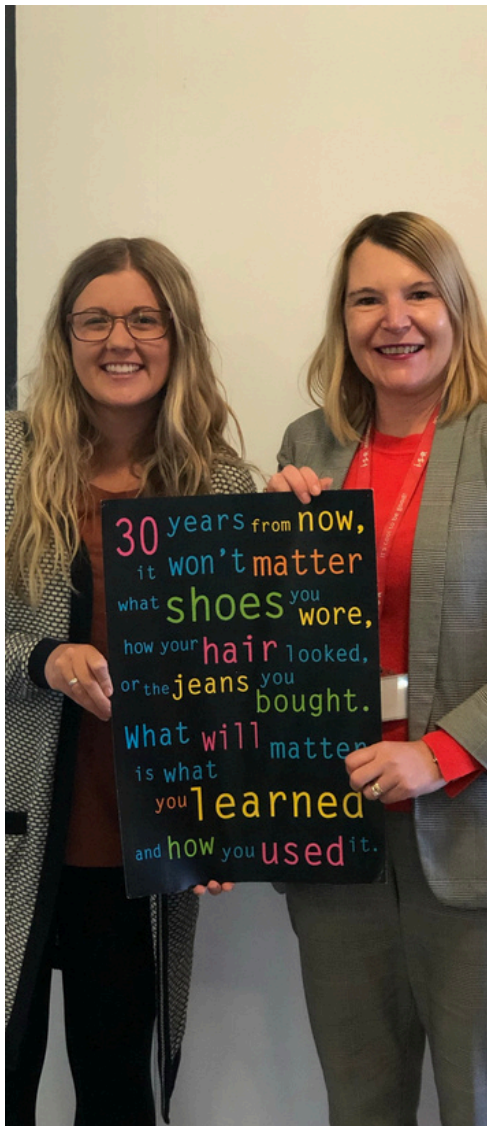
We can offer you a dynamic school environment that has established a reputation of academic excellence and is always striving to improve. You will always be supported by committed and welcoming colleagues, confident hardworking students and a very loyal school community.

If you are enthusiastic and highly motivated, relish a challenge and believe that you could contribute to the growth and development of our school, we would like to hear from you.

We look forward to meeting you!

Please email your CV and cover letter immediately to  
***[Jobs@isr-school.de](mailto:Jobs@isr-school.de)***

Applications will be reviewed on an ongoing basis so early applications are encouraged. The school reserves the right to make an appointment at any stage.



**THIS SHOWS ONLY A FEW OF US, BUT WE ARE ALL LOOKING FORWARD TO MEETING YOU!**

Start your very own path to success at ISR today and become a part of our international and motivated team!

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on the Rhine

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## FIND OUT MORE ABOUT ISR INTERNATIONAL SCHOOL ON THE RHINE



Visit our website for more information:  
[www.isr-school.de](http://www.isr-school.de)



Feel free to call us or send us an email:  
[Jobs@isr-school.de](mailto:Jobs@isr-school.de) / +49 (0) 2131 40 388 22



Follow us on social media to learn more about ISR  
and our team.

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**ISR INTERNATIONAL SCHOOL  
ON THE RHINE**

**Konrad-Adenauer-Ring 2  
41464 Neuss**

# ISR

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ELEMENTARY

**ISR ELEMENTARY SCHOOL DÜSSELDORF**  
**Comeniusstraße 1  
40545 Düsseldorf**

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**ISR KINDERGARTEN DÜSSELDORF**  
**Niederkasseler Kirchweg 36  
40547 Düsseldorf**

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KINDERGARTEN

**IISR KINDERGARTEN MEERBUSCH**  
**Isseldyk 51  
40667 Meerbusch**

[www.isr-school.de](http://www.isr-school.de)

