

KOCCA UK Business Centre Recruitment Notice for Local Staff

The Korea Creative Content Agency (KOCCA) is a public institution under the Ministry of Culture, Sports and Tourism of the Republic of Korea, established to promote the Korean content industry. KOCCA operates across a wide range of sectors, including broadcasting and video, games, comics and webtoons, animation, character licensing, music, fashion, and technology-convergent content, delivering programmes in areas such as production support, talent development, business incubation, research and development, and financial investment.

In 2024, KOCCA established its UK Business Centre (Korea Creative Content Agency UK) to expand the reach of Korean content and promote the Korean Wave (Hallyu) across the United Kingdom and the wider European region. The Centre carries out a diverse range of business development and cultural exchange initiatives.

KOCCA UK Business Centre is now seeking talented individuals to join our team. We welcome applications from qualified candidates.

1. Recruitment Overview

- Number of positions: 2
- Areas of responsibility: Administration and Marketing Support

Category	Key Responsibilities	No. of Posts
Administration & Operations	<ul style="list-style-type: none">• General administrative support for Centre operations and programme delivery- Centre operations, legal, accounting, tax, budgeting, and health & safety management- Support for exhibitions, seminars, business matching events, and key programmes• Management of outsourced services and external consultants related to Centre operations• General operational support as required for the Centre• Asset and inventory management (including maintaining asset registers)	2
Business Development & Marketing	<ul style="list-style-type: none">• Planning and execution of marketing support and cooperative exchange programmes for the Korean content industry- Marketing and support for Korean companies participating in local exhibitions, seminars, and business matching events- Planning and management of content-related cooperative programmes• Buyer discovery, and building and managing networks with content-related organisations and industry stakeholders• Planning and execution of promotional activities for the Centre and its programmes	

※ Specific responsibilities may be adjusted through a combination of the above duties following selection, subject to discussion.

2. Terms and Conditions of Employment

- Salary: dependant on experience

3. Eligibility Criteria

		채용 기준
Essential Requirements		<ul style="list-style-type: none"> • Must have the legal right to reside and work in the United Kingdom • Bilingual proficiency in Korean and English (both spoken and written) • Strong understanding of and interest in the content industry • No restrictions on international travel, including to Korea and the United Kingdom • Proficiency in business software applications (e.g. Microsoft Office) • Ability to commute to the London-based office
Desirable Criteria	Administration & Operations	<ul style="list-style-type: none"> • Relevant academic qualifications, professional experience, or certifications in accounting, administration, or related fields • Previous experience in administrative roles within a Korean institution or organisation
	Business Development & Marketing	<ul style="list-style-type: none"> • Professional experience in a content industry-related company or organisation • Professional experience in a related sector(e.g. investment, broadcasting, marketing)

4. Application Documents and Submission

- Required documents
 - **Curriculum Vitae (CV)** (1 copy in Korean or English, free format, maximum 1 page)
 - **Personal Statement** (1 copy each in Korean and English, free format, maximum 3 pages each)
 - **Supporting evidence of qualifications and experience** (academic qualifications, relevant work experience, language proficiency, professional certifications - 1 copy of each)
 - **Proof of right to work in the United Kingdom** (e.g. citizenship certificate, residence permit, visa)
 - **consent Form for the Collection and Use of Personal Information** (attached form)
- ※ CV and Personal Statement must be prepared in Hangul (HWP) or MS Word format and submitted as a PDF.
- ※ All documents (including CV and Personal Statement) must be combined into a single PDF file.
- Application period: **Monday, 13 April 2026 – Tuesday, 28 April 2026, 17:00 (UK time)** - only applications received by the deadline will be accepted
- Method of submission: **By email to (uk@kocca.kr)** ※ Postal or in-person submissions are not accepted

※ Email subject line and file name must be formatted as: **[Application] (Full Name) KOCCA UK**”

5. Recruitment Schedule

- Stage 1(Document Screening) : Late April 2026
 - Assessment of qualifications, relevant experience, and professional expertise through written review of application documents
 - Successful candidates will be notified by email individually of the results and interview schedule
 - ※ Where the number of applicants is five times or fewer than the number of vacancies, the document screening and interview stages may be conducted concurrently.

- Stage 2(Interview) : Early May 2026
 - Comprehensive assessment of understanding of the role, professional expertise, competence, language skills, and professional conduct
 - The highest-scoring candidate will be selected as the preferred candidate and notified individually
 - In the event of a tie, preference will be given to the candidate with the most relevant professional experience
- Successful final candidates will be contacted separately regarding any additional documentation required
- Final outcome notification: Mid-May, following completion of background and eligibility checks

6. Important Notes

- The recruitment schedule and start date may be subject to change. Candidates will be notified individually of the outcome at each stage.
- If any information provided in the application documents is found to be false, or if any disqualifying factors are identified through background checks, the offer of employment may be withdrawn, even after notification of selection.
- Applicants are solely responsible for any errors, omissions, or incomplete submissions in their application documents.
- If a selected candidate declines the offer, has their selection revoked, or becomes disqualified, a reserve candidate may be appointed in order of ranking within 3 months of the original start date.
- In the event that no suitable candidate is identified, the position will be re-advertised.

Consent Form for the Collection and Use of Personal Information

In applying for the position of local staff at the KOCCA UK Business Centre, I hereby consent to the collection, use, and provision of my personal information as set out below.

1. Purpose of Collection, Use, and Provision of Personal Information
 - Collection and use of materials for the assessment of local staff recruitment
 - Other tasks reasonably necessary for the recruitment process
 2. Categories of Personal Information Collected
 - Name, date of birth, contact details, academic background, professional experience, and other relevant particulars
 3. Retention and Use Period of Personal Information
 - Personal information will be retained, used, and stored only for the duration of the recruitment assessment period.
 4. Right to Refuse Consent and Consequences of Refusal
 - Consent to the processing of personal information is voluntary. However, such consent is required in order to participate in this recruitment process.
- ※ Personal information collected for the purpose of recruitment will not be used for any other purpose.

Do you consent to the collection and use of your personal information?

I consent(), I do not consent()

Do you consent to the processing of unique identifying information (date of birth)?

I consent(), I do not consent()

Name:

Signature:

Date: / / 2026

To: Director, KOCCA UK Business Centre