

MANIFESTA

Manifesta rethinks the relations between culture and society by exploring and catalysing positive social change in Europe through contemporary culture in dialogue with the social sphere of a specific place. Since 1996, the Manifesta Biennale takes place in different European cities every two years.

Manifesta 16 will take place in the Ruhr Area in 2026. The non-profit *Manifesta 16 Ruhr gGmbH*, whose shareholders are the Regional Association Ruhr/Regionalverband Ruhr (RVR) and the International Foundation Manifesta, is the organisation that was founded to implement Manifesta 16.

Manifesta is seeking to appoint for a limited period of three years (until 31.3.2027) and starting as soon as possible at the work location Essen a

Senior Business Coordinator (m/f/d)

Remuneration Group EG 12 | full-time

In cooperation with the Head of Business Management, who is based in Amsterdam, you will oversee the administrative processes in the fields of accounting and public tendering, human resources and administration, quality management and ticketing. You will act as the contact person at the Manifesta 16 venue for the aforementioned administrative matters as well as to external stakeholders such as auditors, accountants, tax consultants, bank, public procurement offices etc.

Your responsibilities:

- Selection, management supervision and integration of external service providers into internal processes
- Implementation, monitoring and preparation of all management reports
- Support with funding applications
- Coordination of the annual financial statement, the annual activity and financial report
- Maintains daily relationships with the bank
- Implementation and management of procurement processes
- Monitoring of personnel administration from all legal and financial perspectives
- Organisation of legal and administrative procedures in both analogue and digital processes
- Introduction and maintenance of a quality management system
- Ensuring optimal working conditions at the project office with regards to IT, office supplies, facility management etc. while controlling the office budget
- Manage the implementation of the ticketing system and coordinating the ticketing staff
- Monitors and controls regular reports on ticket sales.

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We are looking for a communicative, open-minded, enthusiastic personality with a high level of integrity and expertise in procurement, awarding and funding management, paired with an affinity for cultural and social issues and a high level of motivation to work in an international context. With empathy, negotiation skills and strategic thinking, you will be able to integrate a wide variety of stakeholders into the complex project structure of Manifesta and manage it effectively.

Your skills and competencies:

- An academic degree preferably in management or accounting; or equivalent degrees
- Professional experience in the above mentioned specialisations, preferably in the cultural sector
- Fluency in written and spoken German and English;
- Experience in budget management, financial administration, subsidy management and procurement procedures
- Strong analytical thinking and problem-solving skills in the administrative field
- A sense for legal issues, ideally basic knowledge of German tax law
- Accurate and result-orientated approach to work according to strict deadlines and reporting targets
- Agility and organizational skills to coordinate overlapping schedules and work in a dynamic, fast paced environment;
- Strong communications skills and a sense of working in international teams and contexts

The Interview is expected to take place digitally at the beginning of August. Depending on the start of the contract, a business trip to Barcelona lasting several weeks is planned.

Diversity and inclusion are firmly anchored in the corporate culture of Manifesta. Therefore, all applications, regardless of gender, age, disability, religion/belief, ethnic origin or sexual identity are welcomed.

Please submit your application in English by 21 July 2024. Include detailed application documents in a PDF file (max 10MB) and name it as follows:

KP_3431_your surname_Application

Then send the file electronically to the personnel consultants commissioned by us:
KULTUREXPERTEN Dr. Scheytt GmbH at bewerbung@kulturexperten.de

By submitting your application, you are consenting to us storing and processing your personal data in the Manifesta 16 Ruhr gGmbH and KULTUR and us. It is possible to revoke such consent at any time.

**KULTUR
EXPERTEN**

If you have any questions, Annika Meyburg is available at the e-mail

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address supplied or by telephone at +49 201 822 89 162.