

## General Coordinator, Manifesta 16 Ruhr

Essen, May 1, 2025–May 1, 2027

Application deadline: Mar 16, 2025

Annika Meyburg

Manifesta rethinks the relations between culture and society by investigating and catalysing positive social change in Europe through contemporary culture in dialogue with the social sphere of a specific place. Since 1996, the Manifesta biennial takes place in a different European city 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 realise Manifesta 16.

Manifesta is seeking to appoint for a limited period, until the dissolution of biennial gGmbH Manifesta 16 Ruhr in 2027, and starting as soon as possible at the work location within the City of Ruhr (tba) a

General Coordinator (m/f/d)

Remuneration Group EG 15 TV-L | full-time

The general coordinator, in close collaboration with Director Hedwig Fijen and the Heads of Departments, is responsible for coordinating, co-managing, and co-organising the Manifesta 16 Ruhr project. They are crucial in ensuring its successful execution by serving as an intermediary between Manifesta 16 Ruhr, the International Foundation Manifesta (IFM), and local stakeholders. The primary focus of this position is to contribute to the implementation of Manifesta 16 Ruhr by ensuring the smooth running of the organisation in the Ruhr Region. Together with the Director, the General Coordinator is a key figure in conveying the Ruhr idea and maintaining relationships with local and international stakeholders and staff.

Functions of the Manifesta 16 Ruhr General Coordinator

The General Coordinator reports directly to the Director of Manifesta 16 Ruhr and supports the director in executing the board's decisions.

The General Coordinator manages the office staff and assists the Heads of Departments in reaching the objectives set by the Board. S/he ensures compliance with administrative and project management procedures.

Specifically, the General Coordinator is responsible for:

- Coordinate and support the general organisation of the Manifesta 16 Ruhr 2024 Project, supporting the Director, Heads and local institutions.
- Coordinate the technical and fundraising support for the various activities of the Manifesta 16 Ruhr Project.

- Coordinate relations between the local sector and support meetings with the artistic board and the foundation's international staff.
- Promote and supervise the actions of the local teams in terms of technical and administrative management, public programmes, communication, marketing and publications, financing, sponsorship and production.
- Supervise contractual tendering procedures and their execution and ensure compliance with labour and tax regulations.
- Support the implementation of the decisions taken by the Board, the Foundation's governing body, together with the Director, for the correct functioning of the Foundation.

#### Requirements for applicants

The General Coordinator has a strong organisational background in an international cultural and arts environment and distinguished project and event management and administration skills.

They have established a professional network and can interact with external international staff and team members as part of a larger support structure. The General Coordinator must be able to adapt quickly and connect a dynamic local and international work environment to diverse job requirements.

The role requires an all-around professional with strong communication and administrative skills and deep knowledge of Germany's arts and cultural scene.

They bring professional experience in managing cultural projects of a similar scale and international scope, managing international (contemporary) cultural projects/programmes or events, preferably within non-profit institutions.

#### Your Qualifications:

- Academic degree comparable to a master's degree level, preferably in the field of Cultural Management or comparable experience.
- A minimum of five years of professional executive management experience in an international arts and cultural environment, ideally in the field of contemporary culture, design and/or architecture.
- Professional experience in managing cultural projects of a similar scale and international scope, preferably within non-profit institutions.
- Experience working with local administrations and their procedures and regulations.
- Good knowledge of the legal and fiscal regulations in public administration.
- Experience in cultural, financial and budget management.
- An extensive knowledge of and a strong network within the art and cultural communities of the Ruhr Region.
- Organisation and management skills and the ability to coordinate overlapping needs and timelines.
- Excellent communication, negotiation, social skills, and a diplomatic manner.
- Results-oriented and able to work according to targets and deadlines.
- Attention to detail and care in administrative processes.
- Flexibility and ability to collaborate with team members across departments.
- Interest in building relationships in a European work environment.
- Fluency in spoken and written English and German

- Discretion with confidential information.

Employment Conditions:

- Category: General Manager or Director
- Typology of contract: Fixed-term employment contract (2025-2027 or until the dissolution of biennial gGmbH Manifesta 16 Ruhr)
- Full-time | TV-L EG 15

The application procedure includes a presentation/test and an interview within KW 13. References will also be required as part of the recruitment process.

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

Please submit your application in English by the 16th of March, 2025. Include detailed application documents (letter of motivation and CV) in a PDF file (max 10MB) and name it as follows:

KP\_3432\_your surname\_Application

Then, send the file to the personnel consultants commissioned by us: KULTUREXPERTEN Dr. Scheytt GmbH at [bewerbung@kulturexperten.de](mailto:bewerbung@kulturexperten.de)

By submitting your application, you consent to our storing and processing of your personal data in the Manifesta 16 Ruhr gGmbH and KULTUREXPERTEN. You can revoke this consent at any time. If you have any questions, Annika Meyburg is available at the e-mail address supplied or by telephone at +49 201 822 89 162.

Reference:

JOB: General Coordinator, Manifesta 16 Ruhr. In: ArtHist.net, Feb 19, 2025 (accessed Mar 31, 2025), <<https://arthist.net/archive/43997>>.