Manifesta 16 Ruhr Senior Business Coordinator

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.

Employer organisation

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 realize Manifesta 16.

Job description

Manifesta reshapes the relations between culture and society by investigating and catalysing positive social change in Europe through art, architecture and urbanism in continuous dialogue with the communities of its Host Cities. We believe in creating sustainable legacies in a changing society.

The Business Coordinator supports the Head of Business in coordinating and supervising the daily work of the Business department team to ensure the department maintains a high level of support to the organisation. S/he monitors the administration of the Manifesta 16 budget, supervises and controls the accounting process, the public tendering processes, and maintains all legal and administrative obligations of the association including procedures for public subsidies, and implements the human resources service. They work in close collaboration with the Head of Business and the other members of the Management team.

During the employment relationship, a business stay in Barcelona (to work with Manifesta 15) of up to three months is planned.

Core tasks and responsibilities

Accounting and public tendering

- Organizes the work with the accounting firm and the bookkeeper. Organizes the recruitment of the bookkeeper in relationship with the Head of Business and the General coordinator.
- Implements the management accounting tools and the internal procedures together with the Head of Business and the external accountant firm internal employee.
- Implements, supervises and prepares all the management reports, in close relationship with the Head of Business and the accounting firm. Supports funding applications by providing timely reports and documents.
- Organizes and produces, with the accounting firm, the Head of Business, the annual financial statement and the annual activity and financial report.
- Maintains daily relationships with the bank.
- Together with the other departments, the Business coordinator, and an external consultant, implements, and manages the procurement processes.
Human Resources and Administration

- Monitors, with the help of an external consultant, the human resources activities in all its legal and financial aspects: implementation of collective agreements, contracts, payments, wage slips, charges declarations, work time supervision etc.
- Organizes and maintains the legal and governance administration of the foundation.
- Setting up and monitoring the maintenance of physical and cloud-based administration across the organization.
- Implementing and maintaining Manifesta protocols and procedures across the organization making sure all protocols and procedures are up-to-date and observed throughout the organisation.

Quality Management

- Works with management and staff to identify and manage regulatory risk.
- Ensures the organization has internal controls that adequately measure and manage the risks it faces.
- Provides an in-house service that effectively supports all business areas in their duty to comply with relevant laws and regulations and internal procedures.
- Manages external accountant, Business & Administration Officer, Office assistant and Hospitality Officer.
- Maintaining optimal working conditions in the office, including furniture, IT, archive, office supplies, cleaning and security.
- Monitoring and controlling the office budget.
- Managing security, incl. insurances.
- Ensuring all office records are up-to-date.
- In charge of the daily relationships with the bank, HR consultant, with the insurance, and with the overall administrative stakeholders.
- Maintain daily and effective communication with the Head of Business, the accounting company, the Auditor.

Ticketing

- Manage the implementation of the ticketing system with an external agency.
- Manage the ticketing staff.
- Monitors and controls regular reports on ticket sales.

Your qualifications

- A minimum of a master’s degree level, preferably in management or accounting;
- The candidate has a four to five years’ professional experience in management, preferably of a cultural organisation;
- Fluency in written and spoken German and English;
- Experience with budgeting and financial administration;
- The candidate must be results oriented and able to work according to strict deadlines and reporting targets;
• Time management and organizational skills with the ability to coordinate and monitor overlapping needs and timelines;
• Be able to work in a dynamic, fast-paced environment;
• Attention to detail and care in administrative processes;
• Flexibility and ability to collaborate with team members across departments;
• Discretion with confidential information.

Employment conditions

Further job details:
The interview will be held digitally.
Contract start date: May 2024
Duration of contract: Limited to 31.03.2027
Working hours: Full-time (40 hours per week)
Place of employment: Essen
The salary is based on TV-L, EG 12, according to qualification and professional experience.

The application deadline is 08.04.2024.
Please note that informative and standard applications must be submitted in English as a PDF by e-mail to:

Manifesta 16 Ruhr gGmbH
Management Board
E-mail: m16jobs@manifesta.org

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

You can find our data protection information here.

Contact:
Specialist information:
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Information on the selection procedure:
Mrs. Stefanie Reichart
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