

MANIFESTA 16 Ruhr

Open Call: Become a Freelance Event Coordinator (m/f/d) for the Preview Days of Manifesta 16 Ruhr

What is Manifesta?

Manifesta is the European Nomadic Biennial – a cultural event that moves to a new location within Europe for each edition. Since its foundation in 1996, Manifesta has become one of the most influential and forward-thinking biennials in the world, renowned for its pioneering approach that connects art, social dialogue, urban research and civic engagement.

Manifesta 16 Ruhr will take place in various cities across the Ruhr Area in 2026, focusing on the transformation of former churches into spaces for culture and community. The headquarters of Manifesta 16 Ruhr are located in Gelsenkirchen-Ückendorf.

The Project

The **Preview Days (18th–20th of June 2026)** mark the official launch of Manifesta 16 Ruhr. Across multiple cities in the Ruhr Area, the programme will include:

- Conferences and panel discussions
- Press and professional receptions
- Stakeholder and partner gatherings
- Artistic performances
- The large-scale Opening Ceremony on **20th of June 2026**

These days will bring together international artists (participants), press, cultural professionals, political representatives, funding partners, key stakeholders, and invited guests, alongside the broader public. The Preview Days represent a highly visible, multi-site, high-profile series of events that set the tone for the entire Biennial.

For this complex event cluster, we are looking for an experienced **Freelance Event Coordinator** to support the respective Project Leads (including the Opening Ceremony Lead) in planning and delivering the Preview Days programme.

You will work on a freelance basis, contributing your organizational expertise, structured workflow management and experience in coordinating complex, multi-venue cultural events. Acting as a central operational interface, you will ensure smooth communication and execution across cities, venues, and teams.

This is an opportunity to play a key role in shaping the defining launch moment of the Biennial.

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Scope of Responsibilities

- **Coordination and Multi-Site Structure:** Support the Manifesta 16 Ruhr team in the overall planning of the Preview Days programme across different cities – including timelines, production schedules, interface management, and operational preparation.
- **Communication & Alignment:** Independently coordinate with service providers, production partners, technical teams, M16 hospitality team, security, and other stakeholders in close collaboration with the M16 team.
- **Run-of-Show Planning:** Co-develop detailed run-of-show documents, guest management structures, logistics plans, and inter-city scheduling coordination.
- **Event Production:** Be present during setup, execution, and dismantling phases across Preview Days events. Ensure smooth operational flow between venues, manage interfaces between teams, and support the Opening Ceremony (20th of June 2026) as part of the overall Preview Days coordination structure.
- **Documentation & Follow-Up:** Prepare planning updates, budget overviews (in coordination), timelines, and support final wrap-up processes.

Requirements

- 4+ years of experience coordinating large-scale cultural events, festivals, or comparable high-profile events
- Proven ability to work with diverse stakeholders from culture, politics, and the public sector
- Proven experience with press events, professional conferences, VIP/stakeholder receptions, and cultural and performance-based programming
- Strong organizational and communication skills, with confidence in complex project structures
- Independent, solution-oriented, and structured working style
- High resilience and ability to maintain oversight during intensive production phases
- Excellent German and English skills, written and spoken
- Proficient with project management and office tools
- Availability from mid-March to end of June 2026, including intensive on-site presence around the Preview Days phase (18th -20th of June 2026)

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Contract Framework

- Contract type: Freelance / self-employed
- Duration: April 2026 – End of June 2026
- Fee model: Flat fee based on an agreed hourly contingent (details to be discussed personally)
- Travel expenses: Travel and transportation costs are not included in the fee and may be invoiced separately upon proof

Why This Role?

The Preview Days are more than just another event – it is a statement. It sets the tone for months of artistic encounters, discourse, and transformation across the Ruhr Area.

If you are motivated to take responsibility, coordinate complex processes, and help create an unforgettable launch together with a dedicated team, we look forward to receiving your application.

Application

In order to apply for this position, fill out this [application form](#). **The application deadline is 15th of March 2026.**

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.