



Vacancy Manifesta 16 Ruhr Editorial Assistant

What is Manifesta?

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 Ruhr will take place across a variety of cities in the Ruhr Area in 2026 and will focus on transforming former churches into space for culture and community. The Manifesta 16 Ruhr headquarters are in Gelsenkirchen-Ückendorf. The Marketing, Communications and Publications team is looking for an Editorial Assistant.

Job Description

As a part of the Manifesta 16 Ruhr team, the Editorial Assistant takes the lead on text-based and translation tasks for the multi-channel Communication and Marketing strategy.

Core tasks and responsibilities

- Text writing, in English and German as well as proof reading and editing across all Manifesta 16 communication channels including publications, website, newsletters, social media, press materials etc;
- Translating texts from English to German and vice versa;
- Assist in the development of content creation and execution thereof for local and international audiences;
- Managing the Manifesta websites, the content creation, the CSM system, website translations, SEO strategy, Google Ads and google analytics;
- Other smaller practical tasks as assigned to support the Marketing and Communications department;
- Co-creating narratives about Manifesta 16's concept and programme for a variety of different audiences across the Ruhr Area and the whole of Germany to be used across digital and analogue channels, after being properly involved in the content development and in close contact with the Creative Mediator and Director

Candidate's profile

- 3 years of experience as a copywriter or editor in an international context, including proven experience in the arts or in urbanism (a degree in language, cultural studies or art history is preferable);
- Knowledge about how to communicate in and with the world of biennials and large events
- Excellent command of English and German is required, both in written and oral communication;
- Experience in proof-reading, editing and copywriting for large-scale, international cultural events;
- Sharp attention to detail;
- Ability to work well under pressure and according to deadlines;



- Ability to interact with an international team, as part of a larger structure;
- Strong technical skills including: Microsoft Office, Dropbox; InDesign
- CRM programmes such as Mailchimp;
- Willingness to work irregular hours and ability to travel.

Employment conditions

The Editorial Assistant needs to be based in the Ruhr Area for the full duration of the contract. Occasional travel may be required.

Starting date: Beginning of January 2026, until the end of October 2026. This is a full-time position which requires occasional work on evenings and weekends.

Manifesta 16 Ruhr cannot consider applicants who wish to combine this function with another job or occupation.

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](#).

Application

Please send your letter of motivation and CV in English by 3rd of October 2025 to m16jobs@manifesta.org, with 'Editorial Assistant' in the subject line of the email. Interviews will be conducted by Emilia van Lynden, Head of Communications, Marketing and Publications, or a delegate from her department. Interviews will take place in October 2025 in Gelsenkirchen or online.