



Vacancy Manifesta 16 Ruhr - OPERATIONS COORDINATOR (m/f/d)

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 Manifesta 16 team is looking for an Operations Coordinator to join to work with the Heads of Department and their teams on the operations of the biennial.

Job Description

As part of the Manifesta 16 team, the Operations Coordinator will support the Heads of Department in the operational side of their activities. This role will focus on setting the necessary structure and processes for the proper running of the biennial meeting international quality standards.

Core tasks and responsibilities

- Lead the communication with the administration and manage the obtention of all necessary permissions from the local authorities for activities and temporary use of public space such as but not limited to outdoor signage, performances, parades, concerts, extra parking slots, etc.
- Define and implement a mobility plan, based on a brief for visiting all venues part of the biennial, within clusters as well as between cities, considering all types of visitors, from international to national, regional and local. Be in contact with the public transport organisations and local administration offices for definition, negotiation and implementation of mobility support in the region. Define, implement and coordinate special transport solutions for preview and opening days, for special events and for periods when a raise of visitors is expected.
- Develop and implement an overall operating plan of the biennial including staffing, logistics and ticketing in venues. Control of audience numbers and monitor and adjust the plan during the biennial to guarantee the event's excellence.
- Develop and implement a strategy for recruitment and management of support staff and volunteers for the opening events as well as for invigilation of venues. Prepare and implement the training of venues staff.
- Develop and monitor a crisis management protocol including adverse weather management, art insurance reporting, visitors behaviour, etc.
- Monitor and guarantee the proper running of the venues in terms of cleaning, security, staffing and visitors service.



- Create a framework for necessary steps which guarantees legal, operational, and executive plan for the opening weekend once this is agreed upon. Prepare the organisation and coordination of the opening events including development of safety and security plans, contracting and coordinating services and suppliers, management and implementation of technical equipment and definition and management of support and security staff.
- Support in the procurement and tendering of significant contracts.
- Maintain clear and up-to-date documentation of all permissions, safety reports, venue assessments and incident logs, and prepare operational reports for the Managing Directors, Supervisory Board and funders as required.
- Coordinate with the Business Team to secure appropriate insurance coverage for venues, artworks, staff and visitors, and ensure full compliance with legal and regulatory requirements.
- Capture and consolidate operational procedures and lessons learned throughout the biennial to ensure knowledge transfer, contribute to Manifesta's legacy and provide reference for future editions.

Candidate's profile

- Proven experience in large events coordination/project management
- Good knowledge of local administration processes and events regulations
- Excellent organizational skills, flexibility and ability to work well in a team
- Proven experience in risk assessment
- Knowledge of German public procurement regulations
- An ability to work well under pressure
- Proven high-level attention to detail and follow through with an ability to exercise initiative
- Ability to interact with an international team, as part of a larger structure.
- Fluent in German and English (both spoken and written).
- Willingness to work irregular hours and ability to travel.

Employment conditions

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

Starting date: 01.01.2026, until mid-November 2026. This is a full-time position which requires occasional work on evenings and weekends.



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 17.11.2025 to m16jobs@manifesta.org, with Operations Coordinator in the subject line of the email. Interviews will be conducted by Tatiana Tarrago, or a delegate from her department.

Interviews will take place in November/December in Gelsenkirchen or online.