



Vacancy Manifesta 16 Ruhr Production Assistant II (m/w/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 and will focus on transforming former churches into space for culture and community. The Manifesta 16 Ruhr headquarters are in Gelsenkirchen-Ückendorf. The Production team is looking for **Production**

Assistant II to join the department and execute the production of the artistic programme.

Job Description

As part of the Manifesta 16 Production team, the **Production Assistant II** will support the producers in their daily tasks and assist in the production and implementation of the artistic programme and conditioning of the venues in collaboration with local partners and under the supervision of the Head of Production and Production Coordinator.

Core tasks and responsibilities

- Supports the producers in the organization and follow up of artists visits.
- Support participants and Creative Mediators with reimbursements and per diems' forms
- Search of needed suppliers compiling with the administrative regulations and assistance in the negotiation of prices and timings.
- Leads the communication and coordinates suppliers and external collaborators during production, installation, maintenance and dismantling phases.
- Supports the producer in the definition, realisation and installation of the new commissioned art works and architectural implementation.
- Assists in the coordination of the transport of incoming and outgoing artworks, controlling the timing and condition of each delivery.
- Supports in the consolidation of lists for art transport, insurance, artists travels
- Supports in the coordination of the overall maintenance of venues and artworks during the biennial meeting international standards.
- Supports in the coordination of the dismantling, packing and shipment of the artworks until safely returned to artists and lenders.
- Supports in the coordination of the restitution of the venues to the agreed condition.
- Supports in the coordination of the sale, repurposing and recycling of the exhibition materials that are not part of the artworks nor rented from suppliers.





Candidate's profile

- Technical background such as design, architecture, fine arts, art, film or theatre production or related creative field.
- At least 2 years of experience in a similar position.
- Excellent interpersonal communication skills.
- Excellent time management skills.
- Highly organized, detail oriented and efficient.
- Excellent IT skills – working level knowledge of MS Office suite, especially Excel, as well as AutoCAD, Photoshop and InDesign or similar.
- Ability to work well under pressure and according to deadlines.
- 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 **Production Assistant II** needs to be based in the Ruhr Area for the full duration of the contract.

Starting date: 17th of November 2025 until 30th 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 the 7th of November 2025 to m16jobs@manifesta.org, with **PRODUCTION ASSISTANT II** in the subject line of the email. Interviews will be conducted by the Head of Production, or a delegate from the department.

Interviews will take place in November in Gelsenkirchen or online.