



## Vacancy Manifesta 16 Ruhr Mediation Assistant (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 and will focus on transforming former churches into space for culture and community. The Manifesta 16 Ruhr headquarters are in Gelsenkirchen-Ückendorf. The Education and Mediation team is looking for a **Mediation Assistant** to join the department to help develop Manifesta 16 Ruhr's Mediation and Communities programme, assisting in the implementation of projects and the programme outreach.

### Education and Mediation programme

The Education and Mediation department is an important creative force of the biennial that develops and takes care of the relationships with the host region, alongside the Manifesta 16 Ruhr team and the Creative Mediators. Having the principle of mediation at the core, it aims at making the biennial programme respond to the interests and needs of non-professional audiences, proposing programmes with a foreseen legacy, that combine research, artistic practice, pedagogy, mediation and community work.

### Job Description

As part of the Manifesta 16 Education and Mediation team, the **Mediation Assistant** will support the Head of **Education** and **Mediation and Communities Coordinator** in their daily tasks and activities. This role will focus on the development and implementation of the overall Communities programme and Mediation Programme of Manifesta 16 Ruhr. The assistant is expected to contribute to the content development of the projects and support the Mediation and Communities Coordinator in their implementation. Next to this, the assistant takes the lead on programme outreach including the engagement with potential (non-obvious) audiences, associations, communities, collaborators, and other possible partners in Essen, Bochum, Gelsenkirchen and Duisburg.

### Core tasks and responsibilities

Before the Biennial opening:

- Assist in the implementation of Manifesta 16 Education and Mediation programme;
- Organise the logistics related to various communities' projects in dialogue with stakeholders;
- Initiate pertinent collaborations with diverse actors in the field of mediation and community work;
- Together with department coordinators, organise the hiring and the training processes of Manifesta 16

Manifesta 16 Ruhr gGmbH  
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# MANIFESTA 16 Ruhr

Mediators team;

- Contribute to mediators' team-building and creation of an efficient work flow and healthy working atmosphere;
- Together with the department coordinators, design and implement the mediators' training programme and their individual research: logistics of the training sessions, research dossiers;
- Together with the Education team, co-develop Manifesta 16 communities' and mediation programmes, including workshops, family activities, community and schools' programmes;
- Assist in reaching out to various audiences of the mediation programme;

During the Biennial:

- Together with Group Booking assistant, manage the Manifesta 16 Mediators' working schedule;
- Act as the main point of contact between the Mediators and Manifesta 16 team;
- Together with the department coordinators, develop and implement the evaluation system of the Mediation programme;
- Initiate team-building activities;
- Coordinate the logistics of the mediation programme (workshop materials, printed materials, etc);
- Together with Education Assistant, coordinate the logistics of the mediation schools programme;
- Ensure the accessibility of information about Manifesta 16 mediation offers (online and offline) and at the venues;
- Monitor, evaluate and report the audiences' feedback and develop responsive actions;
- Contribute to the collaborative working spirit, creating the cohesive and integrated Education and Mediation programme;
- Support the interns of the Education and Mediation department;
- Working in synergy with all Manifesta 16 departments;

## Candidate's profile

- Experience in organising mediation and/or socio-cultural projects;
- Good overview of mediation and/or community work practices of Ruhr area;
- A good understanding and a critical stand on practices of mediation and community work in Ruhr region;
- Working experience as a cultural or art mediator is a plus;
- Experience in managing (small) teams;
- Able to build trust and take responsibility in the creation of new collaborations;
- Skilled in engaging audiences of different ages and backgrounds;
- Sensitive to cultural and social differences (working experience in diverse contexts is a plus);
- A self-starter with a pro-active attitude and ability to prioritize workload;
- Team player;

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- Fluent in English and German both oral and written (other languages are a plus)
- We encourage all suitable candidates to apply, regardless of gender, age, disability, religion /beliefs, ethnic origin or sexual identity.

### Employment conditions

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

Starting date: 01.09.2025, 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 24.08.2025 to [m16jobs@manifesta.org](mailto:m16jobs@manifesta.org), with **Mediation Assistant** in the subject line of the email. Interviews will be conducted by Elena Blesa Cábez, Head of Education and Mediation Department, or a delegate from her department. Interviews will take place in August in Gelsenkirchen or online.

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