



Vacancy Manifesta 16 Ruhr Office 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 will take place in the Ruhr Area in 2026. The Business Team is looking for an **Office Assistant** to join the organisation and to support the smooth daily operation of the Manifesta 16 Ruhr office.

Job Description

As part of the Manifesta 16 Ruhr Business Team, the **Office Assistant** will be the friendly and reliable backbone of our day-to-day operations. This role ensures that both our main and supplementary offices run smoothly, acting as the go-to person for colleagues, visitors, and service providers. With a welcoming approach and a knack for our entire organisation, you will help create a positive and efficient working environment for everyone involved in the biennial working in the St. Josef office, church and garden in Gelsenkirchen

Core tasks and responsibilities

- Maintain a well-organised, efficient, and welcoming office environment for both the main and supplementary offices.

Manifesta 16 Ruhr gGmbH
Kronprinzenstr. 35
45128 Essen
Germany
TAX Number 112/5978/1340

Initiating Partners

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- Provide proactive, friendly support to the broader Manifesta 16 Ruhr team, ensuring colleagues can focus on their core work.
- Ensure availability of necessary supplies, materials, and equipment.
- Liaise with external service providers (e.g., cleaning, maintenance, utilities) and manage minor procurements.
- Manage minor contracts related to office operations, including renewals, compliance checks, and service delivery.
- Oversee distribution, registration, and maintenance of devices, equipment, hardware/software, and fixed/movable assets.
- Organise and maintain meetings, press conferences, travel arrangements, calendars, correspondence, and documentation.
- Assist with the preparation of internal and external meetings, press conferences and public programmes, including room setup, hospitality, and technical materials and AV equipment
- Support operational and project teams in all departments with ad-hoc production needs.
- Support practical onboarding of new team members, including preparing workstations, access rights, and welcome materials.
- Assist in invoice management, expense reporting, and financial tracking for specific issues related to hospitality and office management
- Maintain physical and digital filing systems, ensuring easy access and secure storage of records.
- Maintain the accuracy and currency of Manifesta 16 Ruhr's work management systems, calendars, and databases.

Candidate's profile

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Essential Requirements

- Demonstrated experience in office or operations management, team assistance, or a comparable production and administrative role.
- Strong organisational skills with the ability to prioritise, manage multiple tasks, and meet deadlines.
- Able to handle stressful situations and solve complex problems with a sense of humour.
- Confident in using digital tools, office software, and online collaboration/work management platforms (e.g., Microsoft Office 365, Monday.com, Trello, Asana).
- Able to work independently with a proactive, solution-oriented approach.
- High level of reliability, discretion, and a hands-on, “can-do” attitude.
- Valid driver’s licence.
- Resilient under pressure, maintaining accuracy and professionalism in a fast-paced environment.
- Skilled at working collaboratively within an international team and as part of a larger organisational structure.
- Knowledge of Audiovisual installations.
- Fluent in German and English, both spoken and written.

Desirable

- Previous work in the cultural, events, or non-profit sector, ideally within an organisation of comparable scale and complexity.
- Understanding of protocol procedures, event etiquette, and experience in hosting and liaising with VIPs, donors, and institutional partners.
- Additional language skills beyond German and English, particularly languages spoken in the Ruhr



region or relevant to Manifesta's international network.

- Experience with office management software, CRM systems, or asset tracking tools.
- Knowledge of basic facilities maintenance and asset lifecycle management (procurement, tracking, renewal).
- Understanding of basic event planning and coordination, from venue setup to guest services.
- Experience working in a stress full role that involved public-facing activities or liaising with a wide range of stakeholders.

Employment conditions

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

Starting date: 01.10.2025, until the end of November 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](#).

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Application

Please send your letter of motivation and CV in English by 31.08.2025 to m16jobs@manifesta.org, with Office Assistant in the subject line of the email. Interviews will be conducted by Caroline Stanners, Head of Business or a delegate from her department.

Interviews will take place in September 2025 in Gelsenkirchen or online.

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