



Vacancy Manifesta 16 Ruhr Press 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 a Press Assistant.

Job Description

As a part of the Manifesta 16 Ruhr team, the Press Assistant is responsible for implementing and building the local and regional press strategy together with Manifesta's press team, coordinating all the communication with local, regional and national media, monitoring and organising press conferences and compiling all press the publications in a report.

Core tasks and responsibilities

- Co-responsible for implementing creative and original proposals for a targeted local, national and regional PR strategy.
- Fostering and building a network of German (-based) journalists and media agencies for Manifesta 16 that stretches beyond the arts and has a clear focus on social and political issues.
- Responsible for setting up and coordinating all interviews with the local, regional and national media with Manifesta 16's director, Manifesta 16's creative mediator(s) and other Manifesta 16 stakeholders.
- Co-responsible for the communication with German news agencies, writers and theoreticians and critics, together with Manifesta 16's German Press Officer.
- 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 (in close coordination with Creative mediators and Director)
- Responsible for coordinating all Manifesta 16 Ruhr press conferences, presentations and press trips.
- Coordinate the further development of an existing mailing list of German journalists, professionals and institutions;
- Co-responsible for drafting all the Manifesta 16 Ruhr press releases together with Manifesta 16's Communications Team and Manifesta 16's Director and executing the translation into German.
- Supporting the M16 Ruhr Director in interviews and media presentations prior to the opening and during the opening days.
- Responsible for managing the German press and media in potential crisis situations; monitor press and broadcast coverage.





- Responsible for preparing all the Manifesta 16 press reports; maintaining relevant statistics and information relating to anything Manifesta 16 related;
- Collect the Press Clippings for Manifesta 16 and to create a digital overview, according to an existing blueprint Manifesta will provide.

Candidate's profile

- 3 years of experience as major press officer in an international cultural context and including proven commercial experience.
- Experience in communication of large-scale, international cultural events
- Strong knowledge of local and international mass media
- Strong existing network of local, regional and national media
- Ability to work well under pressure and according to deadlines.
- Ability to interact with an international team, as part of a larger structure.
- Excellent command of English and German is required, both in written and oral communication;
- Strong technical skills including: Microsoft Office, Dropbox; InDesign (for press release designs)
- CRM programmes such as Mailchimp
- Willingness to work irregular hours and ability to travel.
- Sharp attention to detail.
- Looking at challenges with humour and rationality.
- Team player and willing to organise team activities in relation to tasks.

Employment conditions

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

Starting date: November 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 31th of August 2025 to m16jobs@manifesta.org, with 'Press 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 September 2025 in Gelsenkirchen or online.