



## Vacancy Manifesta 16 Ruhr PRODUCER

### 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 **Producers** to join the department and to execute the production of the artistic programme.

### Job Description

As part of the Manifesta 16 Production team, the **Producers** will work with the appointed Creative Mediators and Artists/Participants to produce and implement a part of the artistic programme of the biennial under the supervision of the Director, the Head of Production and the Production Coordinator.

### Core tasks and responsibilities

- Support in the definition and coordinate the implementation of works needed for conditioning the assigned venues for public access and exhibition space with the supervision of the Production Coordinator. This includes the implementation of safety and security protocols, emergency plans, electricity and lighting, temporary architectural constructions, outdoor and indoor signage, services and storage, etc.
- Lead and coordinate the production of the assigned new commissioned artworks in close contact with the artists, the Director and Creative Mediators under the supervision of Head of Production.
- Coordinate the implementation of existing works and loans with artists and lenders by leading the communication, defining and implementing technical conditions and adaptations, negotiating costs and organizing the transport, installation, maintenance and dismantling of the works.
- Define, monitor and execute the project budgets of the assigned artists, existing works and loans.
- Support the artists in their visits; organise, prepare and document meetings with partners and collaborators, as well as venue visits.
- Definition, implementation and supervision of the technical requirements for the installation of artworks in collaboration with the artists and lenders.
- Support the business department and supervise the tendering, contracting, and billing processes of suppliers involved in the assigned section of the programme.
- Coordinate and supervise suppliers and external collaborators of the assigned section of the programme during production, installation, maintenance, and dismantling.
- Prepare, coordinate and supervise the overall maintenance of venues and artworks during the biennial meeting international standards.





- Organise, coordinate and supervise the dismantling, packing and shipment of the artworks until safely returned to artists and lenders.
- Organise, coordinate and supervise the restitution of the venues to the agreed condition.
- Organise, coordinate and supervise 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.
- Proven working experience in contemporary cultural production.
- At least four years of experience in a similar position.
- Experience in cultural project planning within complex administrative contexts.
- Excellent written and verbal communication skills.
- 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 **Producers** need to be based in the Ruhr Area for the full duration of the contract. Occasional travel may be required.

Starting date: 1<sup>st</sup> of October 2025 until 15<sup>th</sup> 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](#).

### Application

Please send your letter of motivation and CV in English by the 24<sup>th</sup> of August 2025 to [m16jobs@manifesta.org](mailto:m16jobs@manifesta.org), with **PRODUCER** 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 at the end of August/beginning of September in Gelsenkirchen or online.

