



Vacancy Manifesta 16 Ruhr Publications Coordinator

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 Publications Coordinator.

Job Description

Manifesta 16 Ruhr is looking for a **Publications Coordinator** in charge of managing the production of all Manifesta 16 publications. Manifesta creates a series of digital and analogue publications per biennial and is looking for a professional with a substantial amount of publishing experience to join the team.

Core tasks and responsibilities

- Support the Director and the Head of Communication, Marketing and Publications in the creation, including editing, commissioning, proof reading and production process, of all of Manifesta 16 Ruhr publications;
- Support in the compilation of the overall timelines and working sub-budgets for all publications;
- Create a vision on how and in which way the publications need to be developed in an analogue or digital version;
- Co-manage communication of the publications department with all Manifesta departments. Compile all materials needed from other departments (texts, thank you lists, logos etc);
- Co-manage the workflow of the publications from conception to launch including the editing process, the design, proof reading, marketing and distribution;
- Help to investigate the national and international market for possible advertisements of all publications;
- Organise the distribution of the publications worldwide as well as in Germany and among Manifesta staff, stakeholders and departments' distribution lists;

Candidate's profile

- Minimum 5 years of experience working within the (cultural) publishing sector, preferably within art or architecture publishing houses;
- Excellent command of English and German is required, both in written and oral communication; skilled editor and proof-reader;
- Excellent communication and persuasion skills; able to write and speak clearly and present information to



a wide variety of internal and external stakeholders;

- Have knowledge regarding distribution models and schemes for publications (both throughout Germany and internationally);
- Effective planning and organisational skills with ability to manage complex information flows and diverse projects simultaneously;
- Preferably knowledge of graphic design basics, such as InDesign, Adobe and Photoshop;
- Hands-on with a strong attention to detail and quality;
- Team player, able to cooperate and work under guidelines;
- Ability to work under pressure in a fast-paced environment and according to deadlines;
- Strong interpersonal skills, and ability to deal with diverse stakeholders;
- Working hours outside regular scheme.

Employment conditions

The Publication Coordinator 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 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 31th of August 2025 to m16jobs@manifesta.org, with 'Publications Coordinator' 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.