

MANIFESTA15 Barcelona 2024

Vacancy Manifesta 15 Barcelona 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 15 will take place in Barcelona in 2024. The Marketing, Communications and Publications team is looking for a Publications Coordinator to join the department and to coordinate and produce the publications of Manifesta 15 Barcelona.

Job Description

Manifesta 15 Barcelona is looking for a **Publications Coordinator** in charge of managing the production of all of Manifesta 15 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 15 Barcelona 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.
- As a discussing partner with the Director and the Head of Publications about the concept and the vision of digital and analogue publications at large.
- 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 Spain and among Manifesta staff, departments' distribution lists in close consultation with the Head of Communication, Marketing and Publications

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, Catalan and Spanish 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 Spain and internationally)
- Effective planning and organisational skills with ability to manage complex information flows and diverse projects simultaneously
- Strong knowledge of marcom tools and channels, including digital marketing tools
- Preferably knowledge of graphic design basics, such as InDesign, Adobe and Photoshop

Manifesta 15 Barcelona
Edifici Editorial Gustavo Gili
Carrer Rosselló, 87 – 89
08029 Barcelona, SP

m15@manifesta.org

Manifesta Amsterdam Head Office
c/o Rijksakademie van Beeldende Kunsten
Sarphatistraat 470
1018 GW Amsterdam
The Netherlands
www.manifesta.org

MANIFESTA



MANIFESTA15 Barcelona 2024

- 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 Publications Coordinator needs to be based in Barcelona for the full duration of the contract. Occasional travel may be required.

Starting date: 1st of November 2023, until the end of December 2024. This is a full-time position which requires occasional work on evenings and weekends.

Manifesta 15 Barcelona cannot consider applicants who wish to combine this function with another job or occupation. The salary is 37,000 Euros gross per year.

Application

Please send your letter of motivation and CV in English before the 9th of October 2023 to m15jobs@manifesta.org with the Publication Coordinator in the subject line of the email. Interviews will be conducted by Emilia van Lynden, Head of Communications, Marketing and Publications.

Interviews will take place in October 2023 in Barcelona or online.

Selection criteria

Experience- 40%
Education- 10%
Languages- 30%
Interview- 20%

Manifesta 15 Barcelona
Edifici Editorial Gustavo Gili
Carrer Rosselló, 87 – 89
08029 Barcelona, SP
m15@manifesta.org

Manifesta Amsterdam Head Office
c/o Rijksakademie van Beeldende Kunsten
Sarphatistraat 470
1018 GW Amsterdam
The Netherlands
www.manifesta.org

MANIFESTA

