

# MANIFESTA 15 BARCELONA

## **VACANCY FOR POSITION OF BUSINESS COORDINATOR MANIFESTA 15** **BARCELONA**

Manifesta is one of the most influential biennials in the world. What distinguishes us from other global art events is that we travel from city to city, being invited by each Host City to help set up and transform cultural projects.

Manifesta is European, open-minded and in a critical context, we are rethinking the DNA of Europe. Therefore, this means that we are looking for inspiring, dynamic and creative people who are excited by the prospect of working for an international event where you, as a local professional, can make a difference in building your ideal city for the future.

If you are interested in taking part in a challenging, meaningful project, and want to start working over the next two years for Manifesta 15, which will take place in summer 2024 in Barcelona and its larger Metropolitan area, you are in the right place.

In the upcoming months, we are building our team and looking for someone who wants to work from our amazing office in Barcelona, earn a competitive salary and work alongside inspiring colleagues.

We look forward to receiving your application!

### **JOB DESCRIPTION**

The Business Coordinator supports the Head of Business in supervising and coordinating the daily work of the Business team and maintain a high level of support to the organization. S/he monitors the administration of the Manifesta 15 budget, supervises and controls the accounting process, the public tendering processes, and maintains all legal and administrative obligations of the association including procedures for public subsidies, and implements the human resources service. They work in close collaboration with other members of the Management team.

### **JOB DESCRIPTION:**

A fulltime position with the following features:

<b>Denomination place</b>	BUSINESS COORDINATOR MANIFESTA 15 BARCELONA
<b>Destination Center and and location</b>	Barcelona
<b>Collective Convention</b>	Colective Convention "Convenio Estatal Del Personal De Salas De Fiesta, Baile Y Discotecas De España"

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<b>Expected duration of the work period</b>	Until the dissolution of biennial Manifesta 15 Barcelona (June 2025)
<b>Timetable / Working hours</b>	Flexible
<b>Annual full remuneration</b>	50.000€

## REQUIRED SKILLS AND EXPERIENCE

- The candidate must have a minimum of a masters' degree level, preferably in finance and accounting.
- Legal expertise regarding HR, contract law and procurement.
- Fluency in written and spoken Catalan, Spanish and English.
- Minimum 5 years of experience with budgeting and financial administration, preferably in a cultural organisation.
- The candidate must be results oriented and able to work according to strict deadlines and reporting targets.
- Time management and organizational skills with the ability to coordinate and monitor overlapping needs and timelines.
- Be able to work in a dynamic, fast paced environment.
- Attention to detail and care in administrative processes.
- Flexibility and ability to collaborate with team members across departments.
- Discretion with confidential information.
- Interest in building relationships in a European work environment.

## CORE TASKS AND RESPONSIBILITIES

- The Business Coordinator directly supervises and manages the following team members: Administration Assistant, Office manager and external accounting and law firm
- **Accounting**
  - Organizes the work with the accounting firm and the bookkeeper
  - Implements the management accounting tools and the internal procedures together with the Head of Business and the external accountant firm
  - Supervises all the management reports, in close relationship with the Head of Business and the accounting firm
  - Supports funding applications by providing timely reports and documents.
  - Organizes and produces, with the accounting firm, the Head of Business, the annual financial statement and the annual activity and financial report.
  - Maintains daily relationships with the bank
- **Public tendering:** Together with the other departments, the Business coordinator, and an external consultant, implements, and manages the public tendering processes.

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- **HR and labour:** Monitors, with the help of an external consultant, the human resources activities in all its legal and financial aspects: implementation of collective agreements, contracts, payments, wage slips, charges declarations, work time supervision etc.
- **Administration:** Organizes and maintains the legal and governance administration of the foundation
- **Compliance:** Identify and manage regulatory risk.
- **Ticketing**
  - Manage the implementation of the ticketing system with an external agency
  - Monitors and controls regular reports on ticket sales

## ARE YOU INTERESTED?

Please send your cover letter and CV **in English** to Paul Domela, Head of Business mentioning **Business Director** in the subject line of the email to [m15jobs@manifesta.org](mailto:m15jobs@manifesta.org) by 14<sup>th</sup> April. Interviews will take place in April.

Selection Criteria:

Experience- 40%

Education- 10%

Languages- 20%

Interview- 30%