

# MANIFESTA14 PRISHTINA

## GENERAL COORDINATOR MANIFESTA 14 PRISHTINA

### **JOB PROFILE**

July 30, 2020

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### INTRODUCTION

Manifesta, the European Nomadic Biennial, changes its location every two years seeking fresh and fertile terrain for the mapping of new cultural topographies. This includes innovations in curatorial practices, exhibition models and education. Each edition of Manifesta investigates and reflects on emerging developments in contemporary art and culture, set within a European context. In doing so, we present local, national and international audiences with new aspects and forms of artistic expression. Manifesta aims to create an interface between prevailing international artistic and intellectual debates, paying attention to the specific qualities and idiosyncrasies of a given location.

Manifesta originated in the early 1990's in response to the political, economic and social changes following the end of the Cold War and the subsequent steps towards European integration. Since that time, Manifesta has developed into a nomadic platform focusing on the dialogue between art and society in Europe. Manifesta is a flexible and mobile structure, continuously changing and reinventing itself. For each edition of Manifesta a new curator or team of curators is appointed who in turn invite artists and other cultural producers from around the world to participate.

Any European city, region, island or multiple-city candidate can apply to host Manifesta. Manifesta emphasises the importance of embedding the biennial within the local context to ensure the project strengthens the cultural infrastructure and ecology of the city and region and leaves a sustainable legacy towards long-term development. The Manifesta Biennial is organized cooperatively by the International Foundation Manifesta and the Host City.

### International Foundation Manifesta

International Foundation Manifesta (IFM) is the initiator of Manifesta and its related programs.

Manifesta is the title given to a European biennial manifestation, the network and all related European events. The title, the moral and intellectual assets of this event, including the network, archive and database are vested in IFM, registered with its corporate seat in Rotterdam, The Netherlands. IFM is a knowledge-based organisation with a permanent team of senior professionals providing the backbone of the organization. Governance of IFM and its assets is vested in the members of the Board and Supervisory Board. The foundation's Amsterdam office executes the operational and strategic development of IFM. Director of Manifesta is Hedwig Fijen.

### Manifesta 14 Prishtina in 2022

In December 2018, the IFM Board selected Prishtina as Host City of Manifesta 14 in 2022 on the basis of the bid document submitted by the City of Prishtina. The M14 Prishtina project will consist of events in the areas of urban development, education, contemporary art, theory, research and mediation that aim to develop, bottom-up, a sustainable model for an innovative interdisciplinary institution in Prishtina. Between May and September 2022 Manifesta 14 will present a programme spanning a period of at least one hundred days to present the institution with the vision that this institution will be a permanent addition to the cultural landscape of Kosovo.

The Manifesta 14 Protocol (the 'Protocol') between the Initiating Partners IFM and the City of Prishtina on the basic terms of their collaboration on Manifesta 14 Prishtina was signed on 03.05.2019.

### Governance Model

The Initiating Partners, IFM and the City of Prishtina, jointly founded an independent legal entity under Kosovar law, which is the financial, legal and administrative trust for the Manifesta 14 Biennial. Foundation Manifesta 14 Prishtina (hereinafter: FM14Prishtina) is registered under number 5200491-8.

The Initiating Partners have delegated all legal responsibility for the development and execution of Manifesta 14 to FM14Prishtina. The association operates independently of the Initiating Partners and has full autonomy over the development and implementation of the Manifesta 14 project and budget under responsibility of the FM14Prishtina Board within the scope of its By-laws.

### FM14Prishtina Board

Arta Agani, Director National Gallery of Kosovo

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Andrea Cusumano, former Councillor of Culture of the Municipality of Palermo

Hedwig Fijen, Chair and Director of Manifesta

Besa Luci, Co-founder and Editor-in-chief, Kosovo 2.0

Përparim Rama, architect and Founding Director of 4M Group

Niels de Ru, Partner at Allen & Overy Amsterdam

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## JOB DESCRIPTION

### Main Task

The General Coordinator is – in close collaboration with the Chair/Director Hedwig Fijen and the Heads of Department – responsible for the coordination, the management and organization of the M14 Prishtina project. S/he plays a crucial role in ensuring the successful execution of M14 Prishtina by acting as agent between the Foundation Manifesta 14 Prishtina, the City of Prishtina, the Ministry of Culture, Youth and Sport of Kosovo, International Foundation Manifesta and the local stakeholders.

The main focus of this position is to contribute to the implementation of Manifesta 14 by ensuring a smooth running of the organization in Prishtina. Together with the Director, this person is a key figure in conveying the Manifesta idea and maintaining relationships with local and international stakeholders, curators, artists and the staff.

### Positioning (see organization chart)

The General Coordinator reports directly to the Chair/Director. S/he supports the Director in the execution of decisions taken by the Board. The General Coordinator supports the office staff, the office manager and the Department Heads in reaching the objectives set by the Board. S/he ensures administrative and project management procedure are followed.

### Administrative Tasks

The General Coordinator supports the Director in setting up the organization by providing knowledge of the local context. This includes assistance with HR recruitment and set up of the local offices. S/he is co-responsible for the preparation of the meetings of the Board, and other bodies defined by the By-laws. S/he assists the Director in accounting for the overall project management and reporting and develops annual budgets and the organizational business plan. The General Coordinator implements and monitors the public tendering procedures, ensures compliance with labour regulations and all legal and fiscal requirements in close collaboration with the business department.

### Project Management

The General Coordinator 's main focus lies in organizational monitoring and control as well as the application of high-quality project management skills in the realization of M14 Prishtina in the local context. S/he supports the Heads of Departments and monitors their operations in the context of the project. With the Director, s/he will support the Heads in setting up the following departments in her/his role as overall coordinating agent:

- Business department
- Production department
- Education department
- Communication and Marketing department
- Development department (Fundraising and Grants)
- Parallel Events program

### Quality Assurance / Collaboration / Communication

Manifesta works according to established protocols related to the development of the artistic and managerial aspects of the biennial. The General Coordinator supports the Director to ensure that M14 Prishtina maintains these procedures to the highest standards. S/he follows up the collaboration with the local cultural stakeholders and the representatives of the hosting city in agreement with the Board; initiates and maintains relationships with other regional cultural institutions and actively supports the Parallel Events program. S/he acts as Manifesta's main contact person for the local stakeholders and strengthens the identification of the local art scene with the Manifesta idea.

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## CANDIDATE'S PROFILE

The General Coordinator is a personality with strong organizational and administrative background in an international cultural environment with distinguished skills in project and event management and administration. S/he has established a professional network and is able to interact with external international staff and team members, as part of a larger support structure. The General Coordinator has to be able to adapt quickly, linking a dynamic local and international work environment to diverse job requirements.

The role requires an all-rounder with strong communication and administrative skills. S/he brings professional experience in managing cultural projects of similar scale and international scope managing international (contemporary) art projects / programs / events, preferably in a non-profit area.

M14 Prishtina is looking for a team-player with a distinct service mentality and leadership abilities, who is proficient in his/her expertise. S/he should bring a flexible attitude, be diplomatic and able to negotiate solutions. S/he is efficient, and goal orientated. Required

- A minimum of five years of professional (management) experience in an international cultural environment (ideally in the field of contemporary art and culture).
- Experience of working with local and national administrations and its procedures and regulations.
- Experience of financial and budget management.
- Educated to university degree or equivalent.
- IT competencies including knowledge of office programs, databases and social media.
- Fluency in English and Albanian. Desirable
- A good knowledge of and a strong network within the art and cultural communities of the City of Prishtina.
- Familiar with the execution of cultural programs / festivals in a regional and interregional context.
- Familiar with the requirements of EU grants.
- Fluency in Serbian, Roma and/or Turkish

## EMPLOYMENT CONDITIONS

The General Coordinator needs to be based in Prishtina for the full duration of the contract. The term of employment will be ca. October 2020 – April 2023.

This is a full-time position which requires occasional work on evenings and weekends. Due to the demands of this position, M14 Prishtina cannot consider applicants who wish to combine this function with another job or occupation.

The salary is commensurate with experience.

## HOW TO APPLY?

Please send your letter of motivation outlining how your experience meets the requirements of the position and a CV, in English, with the reference **General Coordinator Manifesta 14 Prishtina** to [m14jobs@manifesta.org](mailto:m14jobs@manifesta.org) by August 30, 2020.

For more information please contact Hedwig Fijen, director of Manifesta. e:

[hedwigfijen@manifesta.org](mailto:hedwigfijen@manifesta.org)

Successful candidates will be invited to an online interview and asked to send written recommendations. A M14 selection committee chaired by the Director of Manifesta will interview the candidates.

IFM

FM14

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F

**International  
Foundation  
Manifesta**

**City of City  
Prishtina of  
Marseille**

**Board Foundation Manifesta 14 Prishtina**

**Director Manifesta / Deputy Director**

**Curatorial**  
Creative Mediation – Art – Urbanism – Social design – Architecture – Literature

**Visitor Services / Audience development**

**ORGANISATIONAL CHART**  
(indicative)

**General Coordinator**

**Head of Business**

Production Coordinator I  
Production Coordinator II

Office Manager  
Development Coordinator

Assistant Marche Public  
Hospitality Assistant  
Bookkeeper  
Ticketing Manager  
Development Assistant  
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Accountant (external)  
HR Consultant (external)  
Legal Consultant (external)  
Tax Consultant (external)

**Head of Education**

Education Coordinator  
Audience Coordinator

**Publications Coordinator**

Education Assistant  
Mediator Assistant  
Mediators

**Head of Communication & Marketing & Publications**

Marketing Coordinator  
Communication Coordinator

**Head of Development**

Marketing Assistant  
Communication Assistant Events  
Coordinator  
Press International  
Press National

**Head of Production**

Exhibition Assistant  
Production Assistant  
Venues Assistant  
Transport and Loans Assistant  
Logistics Assistant

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**Parallel Programme Coordinator**