

Manifesta 12

Palermo

Coordinator

1.0 FTE

International call for staff recruitment

FM12 is a private foundation set up by the Municipality of Palermo to realize Manifesta 12, the European Biennial of Contemporary art in 2018.

This Foundation is seeking a Coordinator, who plays a key role in this transmission process between Manifesta Foundation and the Manifesta 12 Palermo edition. She/he works primarily with the Chair (Manifesta Director), the Manifesta Heads of Departments, and the Project Manager.

RESPONSIBILITIES

Main Task

The Coordinator is – in close collaboration with the Chair (Manifesta Director) and the Department Heads – responsible for the support in coordination, the management and organization of the Manifesta 12 Palermo project.

Manifesta works according to certain established protocols related to the development of the artistic and managerial aspects of the biennial. The Coordinator supports the Chair (Manifesta Director) and the Project Manager to ensure that M12PALERMO maintains these high standards and procedures.

Positioning

The Coordinator reports directly to the Chair (Manifesta Director) and Project Manager and maintains communication with the Chair (Manifesta Director) and IFM Office in Amsterdam. The Coordinator supports the Chair (Manifesta Director), the office staff, the Project Manager and the Department Heads in fulfilling their activities and in terms of coordination procedures.

Tasks

The Coordinator for M12 Palermo supports the Chair (Manifesta Director), the Project Manager and Heads of Departments in the development of the governance and program of M12 Palermo, in the organization of activities, workshops, press conferences, research trips, Board meetings and other meetings.

She/he assists with the general coordination and management of programs and activities. She/he will support the Heads of Departments with the implementation and monitoring the process.

Tasks and Responsibilities for 2016:

- She/he assists in the general implementation and timeframe of the project of M12
- She/he supports the Chair (Manifesta Director), the Project Manager and Heads of Departments to make sure that the project is in the right timeframe delineated for the Manifesta biennials. Work with IFM to ensure the project timeline of M12 is implemented paying close attention to deadlines and milestones and communicating these to the team.
- She/he supports the Chair (Manifesta Director) in the organization of Board meetings and reports, attending meetings and taking minutes.
- Maintain constant effective communication with Chair (Manifesta Director) & the Manifesta Foundation office in Amsterdam.
- She/he supports in the organization of workshops, research trips, press conferences, and other research activities.
- She/he assists the Chair (Manifesta Director) and the Project Manager in the initiation of the M12 Project
- She/he assists the Chair (Manifesta Director) in the development of the Creative Mediator Team
- She/he assists the Chair (Manifesta Director) and the Project Manager in meetings and contacts in the Italian contemporary art system
- She/he supports in the set-up of the local offices.
- Supports in the organisational system for M12 in Salesforce (Digital Management System)
- Develop the infrastructure for research materials, contacts and donors
- Develop a M12 system for the Office Manager and doc/archival system for M12
- Arrange meetings and coordinate agenda of M12 management before the Office Manager is appointed.
- She/he supports the Heads of Departments in the start-up of their program

CANDIDATE'S PROFILE

- The Coordinator role for 2016 requires strong communication and administrative skills. She/he is familiar with the national and international context of executing programs in a cultural context (preferably a biennial).
- She/He has a professional network within the national and international art scene.
- He/she has already worked in the contemporary art system and is familiar with procedures and regulations regarding event management.
- The Coordinator must be able to adapt quickly to an international, dynamic work environment, and bring international professional experience in working in and monitoring international contemporary art projects / programs / events, preferably in a non-profit area.
- The technical competencies include strong knowledge of office programs, databases, new media.
- She/he should bring a flexible attitude and well developed negotiating and diplomatic.
- The Coordinator is an efficient, flexible and goal orientated personality, with communication skills in both written and spoken English and Italian.

The minimum conditions required to apply for the position are:

- EU citizenship;
- Full civil and political rights;
- Relevant University degree (education in arts/cultural management is preferred);
- Three years of professional (artistic and management) experience in the field of contemporary art
- Knowledge of the IT tools and packages.
- Good knowledge of Italian and English.

Desirable

- Experience working with customer relationship management tools (Salesforce or others)

EMPLOYMENT CONDITIONS

The Coordinator needs to be locally based in Palermo but flexible to travel. The term of employment will be ca. July 2016 – December 2018.

Salary and specific conditions will be evaluated after the evaluation of the candidates. The contract will be stipulated according to the Italian law.

The application form shall include:

- Application form attached to this call;
- CV;

All the required documents must be sent by certified e-mail (PEC) to the following address: manifesta12@pec.it or by hand at the following address: Fondazione Manifesta 12, Palazzo Ziino, Via Dante 53, 90141, Palermo, no later than the 30th of June 2016 at 6pm.

The selection procedures are available in the website.

Palermo, 20 June 2016