

# CURRENT – ART AND URBAN SPACE

## JOBS

### **Assistant (m/f/d) for project support in the field of cultural management/ festival organization**

For the newly founded festival CURRENT – ART AND URBAN SPACE in Stuttgart, we are seeking a project assistant (m/f/d) from 1 January 2021 to support the festival organization.

CURRENT is an international festival presenting contemporary art in urban space in Stuttgart in September 2021 and enables a discourse on art in connection with urban planning and architecture. Selected artists will discuss specific situations in urban areas in different formats. The curatorial team invites both collectives and individuals who are intensively involved in urban space in their work and are looking for a close exchange with Stuttgart neighborhoods.

The Festival CURRENT is a project of the Art Public Space – Culture Matter gUG, supported by the City of Stuttgart and the Baden-Württemberg Foundation.

### **For the implementation of the festival in Stuttgart, the team is looking for a project assistant from 1 January 2021 to 30 October 2021.**

Your tasks:

- General project coordination and organizational logistics
- Preparation, follow-up, and taking of minutes, for meetings and workshops
- Preparing presentations
- Maintaining a database of contacts, general data maintenance
- Support in the field of communication, especially social media
- Writing and sending newsletters
- Support in the area of fundraising (sponsoring requests, applications)
- General office and administrative activities
- Conducting research, text editing, artist care

Your profile:

- Completed studies in the field of cultural management, or comparable training. Alternatively a candidate with experience in the organization of festivals or comparable cultural projects, with sound management skills.
- First practical experience in cultural enterprises
- Experience with grant writing is of advantage
- Experience with, and enthusiasm for working with social media
- Very good written and spoken command of English and German, with interest in communication, language, and text editing
- A friendly and confident demeanor
- Very good handling of MS Office applications, knowledge of Adobe Creative Suite is an advantage
- Quick to understand new tasks, a talent for communication and organization, good time management skills
- Pursue your work results-oriented, with a high degree of commitment, resilience, and flexibility
- Work well independently and with a team spirit

# CURRENT – ART AND URBAN SPACE JOBS

We offer:

- Well-founded and comprehensive insights into the project management as well as the editorial aspect of an extensive art and cultural project with public policy implications
- To participate in the development phase of a festival, to be active in how it is shaped, and to contribute to its continuation in the future
- Direct involvement in strategic development processes
- Have the chance to take ownership and actively partake in creating the festival

We are excited to receive applications from people who want to work in a small team and to partake in the creation of the first edition of this festival for art in public space. We welcome applications from people regardless of origin, religion, skin color, sexual identity, disability, age, and gender. Our selection process takes place exclusively based on your professional qualifications and experiences.

Contract start: 01.01.2021 - The position will expire on 30.10.2021.

This is a full-time position.

Place of work: Stuttgart

**Please apply by 27 November 2020 with your application documents (PDF with cover letter, CV, certificates) at Art Public Space – Culture Matters gUG via e-mail: [job@artpublicspace.de](mailto:job@artpublicspace.de)**

Please send us an email for any questions or inquiries.

Note:

The application documents will be deleted four weeks after the conclusion of the selection procedure under the provisions of data protection law. However, if you wish for us to keep your documents in our database, we may consider your application for any further tenders in the future. In this case, please remark on this in your application.