

Manifesta 14 Prishtina 2022

SENIOR BUSINESS COORDINATOR

Manifesta, the European Nomadic Biennial, produces one of the world's most influential art events. On 22 July Manifesta 14 Prishtina opened to the public to great acclaim by press in Kosovo and worldwide. Within 3 weeks we have attracted 30,000 visits to our programmes that include 103 artists over 25 sites in the city of Prishtina.

For the Business department at the Manifesta offices in Prishtina, Manifesta 14 is looking for a motivated and experienced Business Coordinator, starting in October 2022 or as soon as possible. The Business department is responsible for managing the legal, fiscal, and administrative processes of Manifesta, controlling the budget, the accounting process, and monitoring all legal aspects involved in the organisation of the biennial.

An important legacy of Manifesta 14 Prishtina will be formed by three major projects: the Centre of Narrative Practice, the Green Corridor and the Brick Factory. We envisage the Senior Business Coordinator to take on the role of Managing Director, leading these projects over the next five years as a legacy of Manifesta 14, taking responsibility of all organisational and operational aspects from the 1st of January 2023.

PERIOD AND STATUS

Start	As soon as possible.
Full time position	Occasional evenings and week-end work
Working location:	Prishtina

CORE TASKS AND RESPONSIBILITIES

The Senior Business Coordinator supports the Head of Business in coordinating and supervising the daily work of the Business department team to ensure the department maintains a high level of support to the organisation. S/he monitors the administration of the Manifesta 14 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 the Head of Business and the other members of the Management team.

Accounting

- Organises the work with the accounting firm and the bookkeeper. Organizes the recruitment of the bookkeeper in relationship with the Head of Business and the General coordinator.
- Implements the management accounting tools and the internal procedures together with the Head of Business, the Business and Administration Officer and the external accountant firm.
- Implements, supervises and prepares 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 and the Business and Administration Officer implements and manages the public tendering processes.

HR

- 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
- Setting up and monitoring the maintenance of physical and cloud-based administration across the organisation
- Implementing and maintaining Manifesta protocols and procedures across the organization making sure all protocols and procedures are up-to-date and observed throughout the organisation.

Compliance

- Works with management and staff to identify and manage regulatory risk.
- Ensures the organization has internal controls that adequately measure and manage the risks it faces.
- Provides an in-house service that effectively supports all business areas in their duty to comply with relevant laws and regulations and internal

procedures.

Ticketing

- Manage the implementation of the ticketing system with an external agency
- Manage the ticketing staff
- Monitors and controls regular reports on ticket sales

Communication

- External

In charge of the daily relationships with the bank, HR consultant, with the insurance, and with the overall administrative stakeholders.

- Internal
Maintain daily and effective communication with the Head of Business, the accounting company, and the Auditor.

Office

- Maintaining optimal working conditions in the office, including furniture, IT, archive, office supplies, cleaning and security.
- Monitoring and controlling the office budget.
- Managing security, incl. insurances.
- Ensuring all office records are up-to-date.

Manages

- External accountant, Business & Administration Officer, Office assistant and Hospitality Officer

REQUIRED SKILLS AND EXPERIENCE

- The candidate has a minimum of a masters' degree level, preferably in management or accounting
- Fluency in written and spoken Albanian and English
- Experience with budgeting and financial administration
- The candidate has a four to five years' professional experience in management, preferably of 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; REMUNERATION

Salary depending on

experience ARE YOU

INTERESTED?

Please send your job application and CV **in English** to Paul Domela, Head of Business by the 4th of September 2022 mentioning **Senior Business Coordinator** in the subject line of the email to m14jobs@manifesta.org.

Interviews will take place on the 8th and 9th of September 2022 in Prishtina or online.