

Job Vacancy

PRODUCTION MANAGER, CENTRE FOR NARRATIVE PRACTICE

The Centre for Narrative Practice was built as an institution by Manifesta 14 Prishtina which took place in Kosovo in the summer and autumn of 2022. The mission of Manifesta 14 Prishtina was always to build a permanent institution for and with the citizen of Prishtina. The Centre will serve the arts community, students and cultural operators as a space of artistic innovation, co-production, learning and network building from the Spring of 2023 until the Autumn of 2026 in Prishtina, Kosovo and will be governed by the Board of Manifesta 14 Prishtina. The selected team members will have a 6-month probation period, with the possibility of an extension of 3.5 years until the end of 2026.

The Centre for Narrative Practice (CNP) aims to build competence by providing the resources and tools to learn, explore, share and transfer skills in the field of creative industries. The Centre for Narrative Practice consciously and pro-actively challenges the assumption that artistic thinking and practices are the domain of the privileged few and would like to broaden this scope and create a wide accessibility for all audiences. CNP seeks to strengthen the arts, cultural and public sector by providing much needed spaces, facilities, tools, equipment and skills to all.

The Centre for Narrative Practice is looking for a motivated and experienced Production and Programming Manager from Kosovo to be part of the CNP's management team. The Production and Programming Manager is responsible for creating the programme and budget strategy and implement the necessary operating infrastructure for the programme of the Centre for Narrative Practice to run smoothly whilst together with the other members of the management team will co-conceptualise and co-produce the programme for the CNP. As part of the management team of CNP, the Production and Programming Manager will oversee all the activities and collectively report on its programme. The tasks concerning production will cover programme feasibility studies, budget definition and control, and implementation of the agreed programme.

PERIOD AND STATUS

Starting date	1 January 2023
Full time position	Including occasional evenings and weekends
Working location	Prishtina, Kosovo
Probation period	6 months

Primary Responsibilities

The Production and Programming Manager's core responsibility are split up into two sections, the first is Production and the other being working on the programming with the other members of the Management Team. In terms of Production, tasks are to create the necessary infrastructure for smooth running of the programme, define and implement the protocols for the use of the spaces and materials and define and monitor the programme budget. The Production and Programming Manager will also be responsible for engaging with and negotiating the terms and conditions for external programmers, partners such as Universities, participants of the programme and external collaborators. Being part of the Management Team of the CNP, the Production and Programming Manager will work together with their colleagues to create a relevant, innovative and exciting programme for the Centre, focusing on, among others, capacity building. In addition, the Production Manager will be responsible for the maintenance of the spaces and equipment, and the building and outdoor areas.

CORE TASKS AND RESPONSIBILITIES

Production

- Define and implement the infrastructure needed for the programme.
- Develop a feasibility study of the programme as well as a budget breakdown, an implementation plan and detailed timeline.
- Define and monitor the programme budget as well as the maintenance budget.
- Implement all technical and logistic aspects of the programme and provide the team and/or collaborators with the necessary materials and equipment.
- Act as a key contact for programmers, artists and programme collaborators.
- Coordinate the relation with external collaborators such as but not limited to city administration, universities, students and professors, interns and volunteers.
- Define protocols for the use of spaces, equipment and materials and supervise their implementation.
- Appoint and manage the external contractors, technical collaborators as well as venue manager and assisting staff.
- Supervise the day-to-day running of the site, ensuring that spaces, equipment, art/works and outdoor spaces are maintained in good working order and that overall presentation meet high standards.
- Responsible for the maintenance of the buildings and of the indoor and outdoor spaces, as well as the security system, the heating and cooling system, the cleaning service, the repairs needed and maintenance of the technical equipment.

Programming

- Co-create, as part of the Management Team, the programme for the Centre through collaborating with a various of local and regional institutions, festivals, collectives and platforms.
- Co-create a capacity building programme for artists and students who wish to further build their professional abilities within the arts.
- Co-create an audience development strategy to involve different Kosovar communities within the programme of the CNP.
- Other tasks as assigned to support the other members of the Management Team

REQUIRED SKILLS AND EXPERIENCE

Production

- At least 5 years of experience in production in an international context and including proven commercial experience.
- Experience in production of largescale cultural events.
- Strong knowledge of local and international cultural initiatives.
- Strong network of local suppliers and high-skilled professionals.
- Strong knowledge of technical, construction, production, printing and audio-visual solutions.
- Ability to translate cultural programmes into a production plan and budget breakdown.
- Ability to work well under pressure and according to deadlines.
- Ability to interact with an international team, as part of a larger structure.
- Strong interpersonal skills and ability to deal with key stakeholder groups at all levels.
- Fluent in written and spoken Albanian and English, additional European languages are a plus.

- Knowledge of Microsoft, Dropbox and experience with design tools such as Autocad and Photoshop, video editing a plus.
- Willingness to work hours outside regular scheme and ability to travel.
- Sharp attention to detail.

Programming

- At least 5 years of experience in working within the cultural sector in Kosovo.
- Experience in creating the programme and executing the programme of largescale cultural events.
- Strong knowledge of the capacities needed for artists to be able to excel.
- Strong knowledge of the cultural scene of Kosovo and its stakeholders.
- Awareness of the programmes of cultural actors in the region.
- Awareness and sensitivity to different social and cultural contexts.
- Team player, with leadership abilities while able to work with direction from management.
- Experienced in preparing, and monitoring budgets.

REMUNERATION

Salary depending on experience.

HOW TO APPLY?

Please send your job application and CV, both in English, with the reference Production and Programming Manager Centre for Narrative Practice to m14jobs@manifesta.org by the 15th of December, 2022.

Successful candidates will be invited to an interview.