

Job Vacancy

VENUE COORDINATOR, 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 Venue Coordinator from Kosovo to be part of the CNP's team. The Venue Coordinator is responsible for managing 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.

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 Venue Coordinator core responsibility is the smooth day-to-day running of the site and will coordinate the assisting staff and the opening and closing of the site, will provide technical assistance for the programmed activities and events and will ensure supplies for the programme and the spaces.

CORE TASKS AND RESPONSIBILITIES

- Manage 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.
- Coordinate the opening and closing of the site with the assisting staff.
- Manage the proper day-to-day maintenance of the venue.
- Act as the contact person for deliveries on site.
- Act as the contact person for contractors for works on site.
- Set-up equipment and space for internal and external activities.

- Monitor the availability of materials and equipment and responsible for ordering and delivery of supplies on a timely manner.
- Responsible for supplying, managing and monitoring the bar.
- Provide technical assistance to external programmers and collaborators.
- Monitor and maintain the CNP's equipment and manage repairs when necessary.

REQUIRED SKILLS AND EXPERIENCE

- At least 2 years of experience in a similar position.
- Network of local suppliers and skilled professionals.
- Knowledge of technical, construction, production, printing and audio-visual solutions.
- Ability to work well under pressure and according to deadlines.
- Ability to interact with international collaborators.
- Fluent in written and spoken Albanian and English, additional European languages are a plus.
- Knowledge of Microsoft and Dropbox.
- Willingness to work hours outside regular scheme and ability to travel.
- Hands on attitude and sharp attention to detail.

REMUNERATION

Salary depending on experience.

HOW TO APPLY?

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

Successful candidates will be invited to an interview.