

Förderband - Kulturinitiative Berlin e.V. is looking for:

Coordinator (m, f, d) for the Artist Pilots project

Published on November 12, 2020, application deadline is December 3rd, 2020

**** Note: Call for applications from November 12th, 2020 ****

FÖRDERBAND e.V. - Kulturinitiative Berlin has been active as an interdisciplinary networker in Berlin since 1990 and supports the infrastructure of various cultural locations in all artistic fields through staffing via labor market policy. We also advise, coach and qualify people working in arts and culture to start their own business and carry out projects at our own locations. You can find our statutes here: https://www.foerderband.comtels.de/_rubric/index.php?rubric=Satzung

We are looking for a coordinator (m/f/d) working 25 hours per week, starting January 1st, 2021, with a limited contract until December 31st, 2021 for our project:

Artist Pilots - we coach, you grow

The Artist Pilots project is funded by the program “Advice, support, and networking for transnational professionals working in art, media and culture” of the Senate Department for Culture and Europe

(<https://www.berlin.de/sen/kultur/foerderung/foerderprogramme/weltoffenes-berlin/transnationale-kulturschaffende-655709.php>)

The program is intended to support professional artists, as well as media and culture professionals who have left or are being forced to leave their countries of origin because they feel threatened, they cannot continue their professional activity on account of the current political situation or are in fundamental opposition to negative political trends.

Artist Pilots offers these artists and media and culture professionals an opportunity to arrive and get to know Berlin’s cultural landscape. Our consulting practice shows that successful arrival, especially in the cultural sector, is promoted by helpers and mentors who act as “interpreters” and – depending on the specific individual questions - opens doors to introduce the socio-cultural sphere of the host country and accompanies those who have arrived. The Artist Pilots project will shape an ongoing mentor finding and matching process over the course of a year, which finds experienced artists (mentors) from all genres of the Berlin scene and brings them together with recently arrived artists and cultural professionals from various countries of origin. At the same time, Förderband wants to enable further encounters at different cultural venues, through its Berlin-wide network, in the form of seven networking events with workshops on topics from art, culture as well as the legal, financial and bureaucratic sides of being an artist. A digitally equipped showroom should also enable the presentation of works of art. In addition, regular digital consultation hours and individual advice options ensure comprehensive support for transnational artists, media and culture professionals.

You are a personality with qualities in networking and ideally you have your own experience in arriving. As the coordinator, you will be responsible for the implementation of the mentor finding process including matching; the series of events with workshops and the curation of the showroom.

Your tasks

- Active communication with artists, cultural and media workers and potential mentors to implement the matching and ongoing support of the process
- Active communication with integrative cultural networks of non-German initiatives and institutions
- Planning and implementation of network events in cooperation with cultural venues, mentors, artists and cultural and media professionals
- Advice and planning of the showroom with the artists, cultural and media workers
- Possibly: Support of the advisory process on the Berlin cultural job market together with the coaching team of Förderband e.V.

Your profile

- Relevant professional experience in the field of art and cultural work (all subject areas: visual and / or performing arts, music, video, etc.)
- Very good knowledge of the Berlin cultural scene and a high degree of networking experience
- Intercultural and intergenerational competence, if possible integration mediator experience (also voluntary)
- Communicative skills, organizational talent, leadership, flexibility and resilience
- Business fluent in English, fluent language skills in another language (not German)
- Confidence in handling Office software (Word, Excel, Outlook, PowerPoint)
- Ability to think analytically, conceptually and in an implementation-oriented manner

Our range

- a varied, creative work environment with a lot of personal responsibility
- a small team with flat hierarchies
- flexible working time models (mobile working, flextime)
- Remuneration based on TVöD pay group 8
- proportionately 30 days vacation
- a job in the heart of Berlin
- Support from a project assistant and the team of Förderband e.V.

We specifically encourage all applications - regardless of gender, cultural and social origin, religion, ideology, disability, age or sexual identity.

Your letter of application

If the job description applies to you, we look forward to receiving your application documents. We expect:

- Letter of motivation
- Curriculum vitae or artistic career with meaningful information on intercultural experience and language skills
- Portfolio / possibly Testimonies

Please note:

- Sending exclusively by email to hoedt@foerderband.org (complete documents in one PDF file, maximum 10 MB)
- File name: your last name, your first name
- Email subject: Your last name_Application Coordinator * in Artist Pilots

The interviews are expected to be held in weeks 50 and 51. The application deadline is December 3th, 2020. we cannot assume any costs that may incur as part of the application process.

By submitting your application, you consent to your personal data being stored and processed in the FÖRDERBAND systems for this application process. A revocation of this consent is possible at any time. The application documents will be deleted after a retention period of two months after completion of the application procedure.

This call for tenders is subject to the funding of the Senate Department for Culture and Europe. Conclusion of the contract after the funding has been granted.

If you have any questions, please contact

Sabine Hödt

Project management

Phone: 030-28 49 387 20

hoedt@foerderband.org