

The Business Manager is the Financial and administrative backbone of the organization and forms together with the Director of Manifesta, the General Coordinator of Manifesta 9 and the IFM Biennial Coordinator the Management Team of Manifesta 9.

Primary responsibilities

- Responsible for the set up and monitoring and guidance of Manifesta 9 administration and finance department
- Implementation of bookkeeping and budget monitoring system following the Manifesta blue print
- Preparation and monitoring of all contracts (staff, suppliers, external contractors) and salary administration
- Implementation and monitoring of the Manifesta 9 budget
- Regular budget reporting to local board (expenses reports, cash flow and balance sheets)
- Preparation of annual financial statement together with bookkeeper for the accountant
- Responsible for tendering procedures

Essential

- Familiarity with management criteria; such as pace, feasibility, efficiency, flexibility and goal orientation.
- Business orientated in his/her cultural management.
- Strong accounting skills
- Experienced in preparing, monitoring and finalizing budgets, contracts and billing procedures.
- Widely perceived as a team player, with leadership abilities as well as authority in his/her expertise.
- Humour and strong communicational skills are highly appreciated.
- Minimum of 5 till 7 years' experience as as Business or financial Manager/Director in the Arts sector.
- Efficiently supervise accounting personnel; overseeing financial reporting systems. Internal reviews and controls and preparing monthly presentations to the board of the Manifesta 9 Foundation.
- Good staff management skills and experienced in supervising administrative policies of non-profit organizations, including personnel policies.
- A team player, service –orientated with a flexible personality and pronounced diplomatic skills, as well as a negotiating capacities and overview on issues.
- Ability to interact with an external international curatorial team, as part of a larger support structure.
- Excellent spoken and written English.
- Goal orientated personality, with excellent financial qualities and the ability to explain in written formats like in Excel as well as communicate complicated financial or administrative matters in spoken English.
- Conflicts of interest: if the Business Manager is working in one of the cultural institutions in the Manifesta region he or she is asked to step down from this post temporarily, until the Manifesta edition is finished.
- The Business Manager needs to be locally based and stays for the duration of the 1.5 years in the city itself, being the anchor and the foothold at the local host city for those who are travelling.

The Business Manager works closely with the General Coordinator and the Director of Manifesta Foundation.

MANIFESTA 9
Profile Business Manager

manifesta

The European
Biennial of
Contemporary
Art

Terms & Conditions

The Business Manager is a fulltime position. She/he is expected to start no later than on April 4, 2011 and work through until December 2012.

Please submit you applications before: 15 March 2011

For more information please contact:

Manifesta 9

Edgar Hermans

edgarhermans@manifesta.org

Manifesta 9

Zuivelmarkt 33

3500 Hasselt