

The Head of Office will be responsible for running the Manifesta 9 project office. The Head of Office will be assisted by one person.

**Primary responsibilities**

- Set up the project office (together with Management Team) incl. computer, phones, server, storage and office logistics
- Keep journal incoming and outgoing important mail/invoices/contracts, create office files/surveys in Excel and Access; pick up mail at post box, order stationary, supplies, manage storage and office logistics; file and archive.
- Hospitality/Housing  
Finalize special deals with hotels, restaurants and taxi companies together with Business Manager; find apartments for international staff, IFM staff, curators, artists (for installation period); organize journeys for MT, curators and artists (until Hospitality Assistant steps in) (incl. flights, hotel, restaurant arrangements)
- Responsible for cashbox and credit card incl. regular reporting of expenses to bookkeeper and Business Manager
- Organize Board meetings and make minutes; actively assist and facilitate grant applications / evaluations and/or other projects by providing administration files/invoices etc.
- Arrange meeting and coordinate agenda of MT
- Collect CVs; organize interviews for team candidates and interns; coordinate interns according to needs of different departments
- Communication / Database  
Keep effective contact with all suppliers and service suppliers (webmaster, system operator, landlord, lawyer, administrator, etc); supervise the updating and improving of database of all contacts related to Manifesta 9

**Essential**

- Excellent knowledge of English and Dutch written and spoken, good knowledge of French written and spoken
- Experience in project planning and working within complex administration systems
- Excellent written, verbal and IT communication skills (especially Excel)
- Familiarity with management criteria, such as fast pace, efficiency, flexibility and goal orientation
- Be widely perceived as a team player, with leadership abilities as well as authority in his/her expertise
- Strong ability to assess priorities and meet deadlines
- Humour and strong communicational skills are highly appreciated
- Familiarity with the organisation of international cultural projects

**Desirable**

- Other language skills are highly appreciated
- Familiarity with contemporary art field and exhibition making

**MANIFESTA 9**  
*Profile Head of Office*

manifesta

**The European  
Biennial of  
Contemporary  
Art**

**Terms & Conditions**

The Head of Office would be working fulltime starting from her/his earliest convenience.  
She/he would be employed until end December 2012.  
The salary corresponds to international standards.

Please submit you applications before: 15 March 2011

For more information please contact:

Manifesta 9

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Manifesta 9

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