

Looking for a new head of organisation for the International Short Film Festival Oberhausen
as of 15.01.2019, initially limited to two years

The International Short Film Festival Oberhausen is regarded as the oldest and most important short film festival in the world, one of the largest cultural events in North Rhine-Westphalia and an important source of inspiration in the fields of film, art and pop culture.

Your tasks will include:

- Event planning of the festival: Central contact person for the coordination of the premises, the catering, all supporting events (receptions, workshops, etc.) as well as the various service providers on site.
- Project planning and execution incl. cost planning and budget control of various projects, especially in the field of youth and media education.
- Addressing and supporting grant donors and media partners
- Funding management: Addressing potential sponsors as well as application processing and grant accounting
- Contract management: Preparation and elaboration of fee and work contracts
- Participation in the strategic planning of the festival
- Personnel planning and management: Personnel planning and management, supervision of interns, advertisement of vacancies, acquisition of festival employees
- Reporting to the Supervisory Board of the Company

Your knowledge:

- Knowledge of German at mother-tongue level
- Appropriate university degree with several years of professional experience, in the cultural or event sector
- Very good computer skills (MS Office, CMS - Typo3)
- Experienced handling of process flows in project management
- Very good written and spoken German and English skills
- Strong organisational and communication skills, conscientiousness and team spirit, commitment and creativity, openness to unconventional ideas, structured working methods and strategic thinking.
- Affinity for cultural and social issues
- Flexibility in your working hours

That's what you can expect:

- a responsible position and the opportunity for professional and personal development in a creative and dynamic environment with a pleasant working atmosphere and flat hierarchies
- A full-time position with an initial salary based on TVöD E 9

- company pension scheme
- Holiday and Christmas bonus
- travel allowance

Please send your application documents **by 13.11.2018** only by e-mail in PDF format to sprenger@kurzfilmtage.de. If you have any questions, please do not hesitate to contact us by e-mail or call 0208-8252652.