

JOB POSITION: COORDINATOR PRODUCTION AND TECHNICAL
DEPARTMENT DOCUMENTA FIFTEEN

The documenta and Museum Fridericianum gGmbH in Kassel is looking for a

**Coordinator Production and Technical Department (m/f/d)
documenta fifteen**

This is a full-time position, limited until 31.10.2022.

documenta und Museum Fridericianum gGmbH is a non-profit company supported and financed by the City of Kassel and the State of Hesse as shareholders, and also financially supported by the Kulturstiftung des Bundes. The non-profit GmbH is responsible for the documenta exhibition, which takes place every five years, the Fridericianum, the documenta archiv, which is being developed into the documenta Institut, and the documenta Halle.

Your tasks will include:

- Participate in the project management of exhibition projects
- Collaborate in the budgeting of exhibition projects
- Collaborate in cost tracking and cost control of exhibition projects
- Collaborate in the technical preparation, planning, installation, and supervision of exhibition projects
- Collaborate in the execution of tenders, awarding of contracts, and invoicing of services in connection with the exhibition production
- Collaborate in the management of external service providers in the technical area

Your profile:

- Very good knowledge of processes in the production of contemporary art exhibitions
- Very good knowledge of German and English, both written and spoken
- Experience in managing large budgets
- Confident handling of common IT programs (e.g. CAD, 3D modeling, databases, MS Office)
- Affinity for technology and interest in current discourses in contemporary art
- Self-starter, ability to work in a team, and strong communication skills
- Ability to work under pressure and flexibility
- Enjoy working in an international environment
- Above-average commitment and organizational skills
- Solution-oriented, structured way of working

Please send your detailed application by e-mail only as one PDF file (one continuous PDF, max. 5 MB) to: bewerbungen@documenta.de.

Contact person for questions regarding the job:

Head of Production and Technical Department
Martin Fokken
fokken@documenta.de

Contact person for questions regarding the application process:

Human Resources
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