

Nodibinājums

Nodibinājums Liepāja 2027

Rožu iela 6, Liepāja, LV-3401, reģ.nr. 40008325039, tālr. +371 20 272 277, birojs@liepaja2027.lv, www.liepaja2027.lv

The Foundation “Liepāja 2027 Foundation” WE ARE HIRING

Content Producers

Workplace: Liepāja, Dārza iela 4/8

Form of Work: In-person/remote

Start Date: February, 2025

Workload: Full-time and part-time, Indefinite contract (until the end of 2027)

Full-time salary: EUR 1800 before tax. Part-time salary: EUR 900 before tax.

Main Responsibilities

- Develop, plan, and oversee the content and implementation of arts and cultural events for the “Liepāja – European Capital of Culture 2027” programme, ensuring alignment with its values, objectives, themes, and quality standards. Contribute to the creation of thematic and aesthetic guidelines for events, collaborating with partners, curators, artists, authors, and others involved.
- Prepare and monitor production plans for programme content, ensuring timely and budget-compliant completion of tasks.
- Coordinate and oversee the development of programme content in collaboration with partners, curators, artists, authors, designers, and other contributors, ensuring their work aligns with the core narrative, values, and objectives of Liepāja 2027 while maintaining the highest standards of quality.
- Draft content descriptions for contracts, reports, procurement processes, and open calls.
- Create conceptual narratives and explanatory descriptions for content presentations and publicity materials, effectively communicating the vision, context, and meaning of events.
- Represent the “Liepāja 2027” programme at local, national, and international events, engaging with diverse audiences.

Required Education

Candidates should hold academic or second-level higher professional education in culture, or other social sciences, or humanities.

Required Knowledge and Skills:

- An understanding of the vision, aims, and objectives of the European Capital of Culture 2027 initiative in Liepāja.
- Familiarity with public sector cultural activities, including planning, implementation, and financial management (advantageous).
- Knowledge of artistic and cultural processes in Latvia and internationally.

- Proven experience in producing and managing cultural projects on both national and international scales.
- Demonstrated ability to work independently, make informed decisions, plan and organize tasks effectively, collaborate within a team, and utilize available resources to develop and monitor budgets for project implementation.
- Skilled in prioritising and balancing long-term and short-term goals in the project implementation process.
- Excellent communication and presentation abilities.
- Excellent command of the Latvian language
- Proficiency in other foreign languages shall be considered an advantage.

Required Experience:

- Applicants must have a minimum of 3 years' experience developing, implementing or producing international arts and cultural projects.

Application Deadline and Procedure:

Applications must be submitted by 12 January 2025 at 23:59 via email to birojs@liepaja2027.lv. The following documents are required:

- A detailed curriculum vitae (CV).
- A cover letter (maximum 2 pages), specifying the position being applied for.
- Contact details of at least two referees who can provide professional references.
- Any additional documents the applicant deems relevant.

Data Protection:

Personal data will be processed solely for the recruitment process and related legal purposes.