

Nodibinājums

Nodibinājums Liepāja 2027

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The Foundation "Liepāja 2027 Foundation" WE ARE HIRING

Programme Producer

Workplace: Liepāja, Dārza iela 4/8

Form of Work: In-person

Start Date: February, 2025

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

Full-time salary: EUR 1800 before tax

Main Responsibilities

- Develop, plan, and manage the production of cultural programmes.
- Ensure compliance with all relevant regulations for organization of culture events and secure necessary licences and permits for events and handle all other relevant documentation.
- Prepare project budgets and detailed time schedules, accounting for all associated expenses and activities.
- Monitor budget implementation, ensuring projects are delivered within financial constraints.
- Coordinate the production and execution of events by collaborating with a wide range of stakeholders, including artists, performers, cultural institutions, technical staff, and public relations specialists.
- Develop and monitor timelines, assign tasks to project participants, and ensure timely and high-quality execution.
- Establish and manage contracts with artists, technical personnel, vendors, and service providers.
- Handle logistical arrangements, including travel and accommodation for artists and service providers, perform other relevant management functions.
- Oversee all operational aspects of events to ensure their success, resolving technical and production issues as they arise.
- Compile final project reports and necessary documentation post-event to facilitate evaluation and transparency.

Required Education

An academic degree or second level higher professional qualification in cultural management, social sciences, or humanities.

Required Knowledge and Skills:

- A deep understanding of the vision, aims, and objectives of the European Capital of Culture 2027 initiative in Liepāja.

- Knowledge of artistic and cultural processes in Latvia and internationally.
- Familiarity with public sector cultural activities, including planning, implementation, and financial management (advantageous).
- Proven experience in producing and managing cultural projects on both national and international scales.
- Strong ability to independently manage tasks, make decisions, and oversee team collaboration and resource allocation.
- 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 English, with additional foreign language skills considered an advantage.

Required Experience:

- Applicants must have a minimum of 3 years' experience 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.