

We are seeking a Regional Cooperation Coordinator to join our team

Place/form of work: Liepāja, Peldu Street 5

Form of work: In person/remote

Job start time: June, 2023

Employment relationship: For a fixed period of time

Workload: Part time job (0.5). Workload increase expected

Salary and workload: € 900 gross (before tax)

Main responsibilities

- To plan, organise and supervise the implementation of culture and interdisciplinary projects of the Liepāja 2027 programme in South Kurzeme and Kuldīga regions, including participation in conceptual, thematic and practical project development, implementation and reporting;
- Ensuring regular communication between the Liepāja 2027 team and the regional authorities, regional organisations involved, representatives from the public, private and non-governmental sectors.

Education required

Academic or second-level higher education in the humanities or social sciences, combined with the expertise knowledge required for the position.

Knowledge and skills required

- awareness of the Liepāja as European Capital of Culture 2027 project, its aims and objectives;
- interest in and awareness of artistic and cultural processes in Latvia and abroad;
- an understanding of the working principles of culture in the public sector, planning, project implementation, financial and document management will be considered an advantage;
- knowledge and experience of implementing or managing national and international cultural projects;
- ability to independently manage the work process, make decisions, plan and organise the performance of duties, develop and follow up budgets for project implementation in cooperation with the team and with the available resources of the regions;
- ability to prioritise, plan and implement long-term and short-term project tasks;
- excellent communication and presentation skills;
- exceptional command of the Latvian language;
- very good command of the English language.

Background experience

Prior experience in organising national and international arts and culture projects.

Application deadline and procedure for applying

Applicants may submit their application documents by 23:59 hrs on 22 May by sending an e-mail to liepaja2027@liepaja.lv.

Documents to be submitted:

- Curriculum Vitae (CV);
- covering letter (maximum 2 pages), specifying the title of the job for which the person is applying;
- mention at least two persons and their contact details who could, if necessary, provide references for the applicant;
- any other documents the applicant considers necessary.

Processing of your personal data: in order to ensure the recruitment process and the exercise of the rights and obligations arising therefrom.