

“Liepāja 2027 Foundation”
Dārza iela 4/8, Liepāja, LV-3401, birojs@liepaja207.lv
www.liepaja2027.lv/eng

Job Vacancy for Project Director Position

Workplace: Liepāja, Dārza iela 4/8
Form of Work: In-person, Liepāja
Workload: Full-time, Indefinite contract
Start Date: August 2024
Salary: EUR 2000 before tax

Position: Project Director

Main Responsibilities: Ensure the development and timely implementation of the “Liepāja 2027 Foundation” programme projects and the supervision process.

- Monitor and advise on improvement steps for strategic processes based on the Liepāja 2027 strategy.
- Communicate with programme partners, institutions, and other European Capitals of Culture to facilitate cooperation and networking.
- Collaborate with all Liepāja 2027 departments on project implementation, including regional involvement, communication and public engagement projects.
- Maintain communication with municipalities, associations, and stakeholders in the arts and culture sectors.
- Evaluate and develop project proposals, and work with partners in the project development process.
- Organize and manage open calls, announcements, and application selections.
- Coordinate cooperation agreements with programme partners and monitor their implementation.
- Support partners in the preparation and execution of project ideas.
- Represent the foundation at events, conferences, and seminars.
- Plan and track the implementation of programme projects, ensure resource absorption, and prepare necessary reports.
- Participate in planning and developing projects to attract external funding from European and other financial sources, identify possible financial sources.
- Monitor the implementation of co-financed projects, manage resource absorption, and submit required project reports.

Required Education: Academic or second-level higher professional education in cultural management or other social sciences or humanities.

Required Knowledge and Skills:

- Understanding of the aims and objectives of Liepāja as the European Capital of Culture 2027.
- Interest and understanding of art and cultural processes in Latvia and beyond.
- Knowledge of cultural activities in the public sector, including planning, project implementation, and financial and document management shall be considered as an advantage.

- Experience in implementing or managing cultural projects at national and international levels.
- Ability to independently manage tasks, make decisions, and develop and follow up on budgets in cooperation with the team and available regional resources.
- Ability to prioritize, plan, and execute long-term and short-term tasks in the project implementation process.
- Excellent communication and presentation skills.
- Proficiency in the Latvian language and very good knowledge of English.
- Knowledge of other foreign languages shall be considered as an advantage.

Required Experience:

- At least (3) three years' experience in managing various cooperation projects in the cultural sector.
- Experience in managing and coordinating international projects shall be considered as an advantage.

Please send your CV and cover letters by 16 July 2024 to birojs@liepaja2027.lv