

**Foundation “Liepāja 2027 Foundation”**  
Dārza iela 4/8, Liepāja, LV-3401, [birojs@liepaja207.lv](mailto:birojs@liepaja207.lv)  
[www.liepaja2027.lv/eng](http://www.liepaja2027.lv/eng)

### **Job Vacancy for International Project Coordinator Position**

Workplace: Liepāja, Dārza iela 4/8  
Form of Work: In-person, Liepāja  
Workload: Full-time, Indefinite contract  
Start Date: August 2024  
Salary: EUR 1800 before tax

**Position:** International Project Coordinator

**Main Responsibilities:** Coordinate and lead the development of international projects under the "Liepāja 2027 Foundation" programme.

- Based on the Liepāja 2027 strategy, coordinate the development of international projects included in the Liepāja 2027 Bid Book.
- Identify and manage partnerships with international cultural organisations and artists.
- Collaborate with international (foreign) artists, cultural institutions, and stakeholders in the development of European Capital of Culture (ECOC) projects and events.
- Develop detailed project plans for international initiatives, including timelines, budgets, resource allocation, production and logistics.
- Manage logistics for international projects, including travel arrangements, accommodation, and on-site transport for visiting artists and teams.
- Coordinate with local and international (foreign) suppliers for event equipment and services.
- Ensure compliance with laws and regulations of Latvia and international requirements across all project aspects.
- Develop and manage budgets for international projects, ensuring transparency and adherence to allocated funds.
- Process payments, invoices, and prepare accurate financial statements and reports.
- Seek funding opportunities such as sponsorships and grants, managing the application process effectively.
- Promote cultural exchange and diversity between project participants and public.

**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.
- **Very good** English language command.
- **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](mailto:birojs@liepaja2027.lv)