

In the framework of the won title “European Capital of Culture 2027” by the City of Liepāja and to carry out the project “European Capital of Culture 2027” and to prepare and conduct the celebrations of the 400th anniversary of Liepāja in 2025 Liepāja City Municipality established the foundation “Liepāja 2027 Foundation” (the set term for foundation’s operation – until December 31, 2028).

Liepāja City Municipality (reg. no 40900016437) is setting up the team of the European Capital of Culture 2027 Foundation and is seeking candidates to apply for a position of **Chairperson of the Board and two members of the Board.**

The position of the Chairperson of the Board
(monthly salary 2800 euros)

Main job responsibilities

- **to lead the work of the “Liepāja 2027 Foundation” Board, ensuring the delivery of the strategy and action plan to implement the “Liepāja 2027” and “Liepāja 400” programme and achieving the Foundation’s objectives as outlined in the concept, programme, and artistic vision for Liepāja as the European Capital of Culture 2027, as well as developing and implementing the Liepāja 400th Anniversary programme of events in 2025;**
- **to recruit human resources (set up the team);**
- **to represent the foundation nationally and internationally, and coordinate with partners, including ministries, representatives of the European Commission, etc.**

The candidates we are looking for as the Chairperson of the Board should have:

- a university degree or at least a second-level higher professional qualification in management studies (business administration, civic administration, cultural management, etc.) or other relevant field;
- an understanding of the aims, objectives and deliverables of the City of Liepāja as European Capital of Culture 2027;
- at least three years of prior work experience in a management position (team management);
- an experience in implementing large-scale local or international projects;
- a capacity to navigate the ongoing city and regional development processes;
- an understanding of national and municipal cultural policy-making;
- English language skills (C 1 level);
- excellent organisational and management skills;
- the ability to set priorities and plan long-term and short-term tasks;
- excellent communication and presentation skills.

The job requires experience in establishing various partnerships between the private, public, and municipal sectors.

Member of the Board for artistic work

(monthly salary 2400 euros)

Main job responsibilities

- **as part of the management team, to develop a strategy and action plan to implement the “Liepāja 2027” and “Liepāja 400” programmes and to achieve the Foundation’s objectives in accordance with the concept, programme and artistic vision of Liepāja as the European Capital of Culture 2027, as well as to develop and implement the Liepāja 400th Anniversary programme in 2025;**
- **supervise and deliver the content of the artistic programme; budget the artistic programme;**
- **supervise and deliver the cooperation projects of the artistic programme.**

The candidates we are looking for as this Member of the Board should have:

- a university degree or at least a second-level higher professional qualification in arts and/or culture or management studies;
- an understanding of the aims, objectives and deliverables of Liepāja as European Capital of Culture 2027;
- at least three years of prior experience in the production and implementation of artistic programmes in culture;
- at least three years of prior experience in a management position (team management);
- a thorough knowledge of cultural and artistic processes in Latvia and abroad, the structure and implementation of the artistic programmes of the European Capitals of Culture;
- an experience of working on large-scale local or international projects;
- English language skills (at least B 1 level);
- excellent organisational and management skills;
- the capacity to set priorities and plan long-term and short-term tasks;
- excellent communication and presentation skills;
- an experience of working with international partners, artists, and knowledge of international artistic processes.

Member of the Board for finance/legal issues

(monthly salary 2400 euros)

Main job responsibilities

- as part of the management team, to develop a strategy and action plan to implement the “Liepāja 2027” and “Liepāja 400” programmes and to achieve the Foundation’s objectives in accordance with the concept, programme and artistic vision of Liepāja as the European Capital of Culture 2027, as well as to develop and implement the Liepāja 400th Anniversary programme in 2025;
- to carry out financial planning, budgeting, and the establishment and introduction of a financial control system and reporting framework;
- to manage the procurement procedures and document circulation, as well as organize and supervise the fundraising from various financial sources.

The candidates we are looking for as this Member of the Board should have:

- a university degree or at least a second-level higher professional qualification in business, finance, economics or law;
- an understanding of the aims, objectives and deliverables of Liepāja as European Capital of Culture 2027;
- at least three years of prior work experience in a management position related to finance and legal aspects;
- at least three years of prior experience in a management position (team management);
- English language skills (at least B 1 level);
- an accuracy, ability to collect and analyse large amounts of data;
- the capability to strategically plan long and short-term tasks, to set up a financial and legal documentation system.

Eligible candidates for the positions of Chairperson and Member of the Board will be offered:

- the opportunity to participate in a major international project of national importance;
- a dynamic working environment in a professional team;
- the opportunity to fulfil your professional potential;
- health insurance;
- a position until 31 December 2028.

Please send your CV and cover letters by 26 February 2023 to aija.nelson@liepaja.lv

Read [the Liepāja 2027 European Capital of Culture Bid](#).

Shortlisted candidates will be asked to present their vision for the implementation of the project of Liepāja as the European Capital of Culture 2027 and the Liepāja 400th Anniversary programme accordingly to their chosen position (Chairperson of the Board, Member of the Board for artistic work, Member of the Board for finance/legal issues) and the objectives set by the “Liepāja 2027 Foundation”.

