

MANIFESTA 15

Barcelona

2024

Vacancy Manifesta 15 Barcelona Communications Assistant

What is Manifesta?

Manifesta rethinks the relations between culture and society by investigating and catalysing positive social change in Europe through contemporary culture in dialogue with the social sphere of a specific place. Since 1996, the Manifesta biennial takes place in a different European city every two years. Manifesta 15 will take place in Barcelona in 2024. The Marketing, Communications and Publications team is looking for a Communications Assistant to join the department and to help work to help build and execute the Communications and Marketing strategy of Manifesta 15 Barcelona.

Job Description

As a part of the Manifesta 15 Marketing and Communication team, the Communications Assistant is responsible for assisting the Head of Communications and the Marketing & Communication Coordinators with all their daily tasks and activities, with a specific focus on social media strategy and implementation, copywriting, translations, digital campaigns and audio / visual design.

This role will cover all the Manifesta 15 Barcelona digital channels including website, social media, email newsletters and printed materials.

Core tasks and responsibilities

- Assist in the development of content creation and execution for social media communication for local and international audiences, including reporting on social media analytics
- Writing and executing the dissemination of the international and national newsletters (database of 25,000 subscribers)
- Managing the Manifesta websites, the content creation, the CSM system, website translations, SEO strategy, Google Ads and google analytics
- Text writing for Manifesta 15 events, press conference, public programme and additional activities.
- Create news item about Manifesta's European activities and activities regarding Manifesta 15 Barcelona
- Creating animations and visuals for Manifesta's Communications channels.
- Other tasks as assigned to support the Marketing and Communications department.
- Assisting the Coordinators with the relationships with Manifesta 15 participants, suppliers and stakeholders in regard to Communication outlets

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Candidate's profile

- At least 3 years of experience in communication and marketing in an international context and including proven commercial experience.
- Experience in communication of large-scale, cultural events
- Strong knowledge of local and international marketing channels, analogue and digital.
- Social media management and content creation experience.
- Experience in copywriting, with a sharp attention to detail
- Ability to work well under pressure and according to deadlines.
- Ability to interact with an international team, as part of a larger structure.
- Native English speaker and fluent in Catalan or Spanish.
- Strong technical skills including: Microsoft Office, Dropbox, CMS and CRM systems, Adobe Suite, Photoshop/InDesign/Illustrator
- Willingness to work irregular hours and ability to travel.

Employment conditions

The Communications Assistant needs to be based in Barcelona for the full duration of the contract. Occasional travel may be required.

Starting date: 2nd of January 2024, until the end of December 2024. This is a full-time position which requires occasional work on evenings and weekends.

Manifesta 15 Barcelona cannot consider applicants who wish to combine this function with another job or occupation. The salary is 30,000 Euros gross per year.

Application

Please send your letter of motivation and CV in English before the 20th of November 2023 to m15jobs@manifesta.org with the Communications Assistant in the subject line of the email. Interviews will be conducted by Emilia van Lynden, Head of Communications, Marketing and Publications or someone from the communication department that she delegates to.

Interviews will take place in December 2023 in Barcelona or online.

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Selection criteria

Experience- 40%

Education- 10%

Languages- 20%

Interview- 30%

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