



## Job Opportunity

### **Project Assistance** (full-time position)

ARS BALTICA as international cultural initiative for the Baltic Sea Region, is seeking a project assistant as early as possible but latest 1 March 2023 until December 2025 mainly for the coordination of the new Interreg project **BSR Cultural Pearls** which aims to enable smaller cities and regions to increase their social resilience and maintain the quality of life with local assets in an innovative way. The project will showcase selected cities and regions across the BSR through an award with wide communication activities.

As a multilateral network, ARS BALTICA has been promoting cultural exchange and intercultural dialogue in the Baltic Sea Region (BSR) for 30 years. The initiative communicates at the interface between the project and (EU) policy. We bring cultural practitioners and stakeholders from the region together to continuously contribute to the international dialogue about culture and creativity in the BSR. We follow the cultural trends in the region, create synergies and provide cultural practitioners from the BSR with trainings and expertise. ARS BALTICA is also a partner of several ongoing transnational projects within EU funding schemes. The daily work with many international organisations opens great possibilities to augment the international network on both cultural and political levels around the Baltic Sea Region.

We seek a flexible and motivated individual who is well organized, proactive, flexible in working-hours and committed to culture as a societal driving force and has interest/experience in international cultural relations in the Baltic Sea Region. We expect the candidate to assume good management and administrative tasks that include:

- Serving as connection point for AB within the BSR Cultural Pearls Project (INTERREG)
- Communicating, preparing and implementing actions within the BSR Cultural Pearls project
- Preparing, running and overseeing main communication activities within the project
- Organizing and preparing ongoing events in the context
- Further content related project work will be discussed
- Openness to travel and meet international partners

### Qualifications:

- Very good English (both spoken and written) is a requirement
- Ability to work independently and feel comfortable in a dynamic & creative environment
- Openness to learn and relate to culture as a societal work-in-progress
- Communication skills with good media experience
- Computer skills, including MS Word, Excel, PowerPoint, Outlook and ability to learn further needed software
- Good IT knowledge
- Applicants must be eligible to work in Germany, the main office will be situated at Nordkolleg Rendsburg, possibility of remote work not excluded.

ARS BALTICA offers a competitive salary based on the Nordkolleg Rendsburg tariff agreements. The Nordkolleg acts as a legal body to ARS BALTICA and hosts the secretariat. More info: [www.arsbaltica.net](http://www.arsbaltica.net)

If you are interested in the position we are happy to receive your **C.V. and a motivation letter in English** via e-mail to [marcus.hagemann@arsbaltica.net](mailto:marcus.hagemann@arsbaltica.net)

**The deadline for submission is 15 January 2023.**