

## Open call for a Creative Industries and Regional Programmes Officer

We are looking for an accomplished grant manager with expertise in creative industries.

You will be boosting creative industries in Ukraine, managing grants for creative businesses, holding pitchings for innovative start-ups, and bringing events about the latest trends to every corner of Ukraine. In return, you will get a job with meaning and warm feedback from alums.

It is a 30-hour-per-week position with the prospect of a full-time job. If this suits you, we seek your application before **19 February 2024, 15.00 Kyiv time.**

### House of Europe

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House of Europe is an EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU\*<sup>1</sup> countries and the UK. The programme focuses on different professional fields: culture and creative industries, education and youth work, social entrepreneurship, and media.

This encompasses 20+ separate programme lines enabling to keep working despite the war, to carry out personal projects, or to enrol in courses, conferences, and internships in the EU\*. The programme funds cultural cooperation and literature translation between Ukraine and the EU\*, along with the revitalisation of cultural infrastructure. House of Europe supports the safeguarding of Ukrainian cultural heritage and the development of creative and educational start-ups. Various learning and matchmaking opportunities such as Digital Labs, workshops, discussions, conferences,

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<sup>1</sup> Here and further in the text whenever marked with \*: plus the United Kingdom. The EU countries include Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.



and hackathons are offered. Implementation of House of Europe is led by Goethe-Institut Ukraine.

### What you will be doing

- Overlooking grants for creative hubs in regions to hold public talks, workshops, film screenings, concerts, etc.
- Designing and managing new grants and programmes for creative industries
- Overlooking the open calls and managing procurement procedures
- Communicating with applicants, partners, alums, experts, and consultants
- Checking the financial and narrative reports of grant recipients in cooperation with the assistant
- Coordinating the agreements, payments, and all related paperwork
- Keeping track of key indicators and drafting reports
- Synchronising activities with other departments

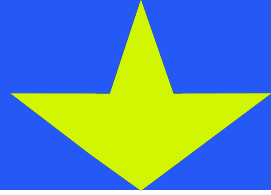
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### What skills and qualifications do you need

- 2+ years of experience in grant management or capacity-building
- Experience in working with culture and creative industries
- English and Ukrainian to C1 level
- University degree
- Experience with subcontractors, agreements, and budgets
- Experience in event management
- Advanced negotiation skills
- Strategic thinking and proactivity
- The ability to work in a hybrid international team
- Organisational skills and sense of responsibility
- Ability to manage several complex tasks without losing the quality of performance

### What will be an asset

- Confident German



- Experience of working both in for-profit and non-profit organisations
- Experience in donor-funded projects
- Experience in working in an international, English-speaking environment

### What will you get

- A 30-hour-per-week part-time job with flexible working hours from March to September 2024 with a possibility of prolongation. There is a chance the position will become full-time.
- In ordinary conditions – a job in a modern office in a historical Pechersk district of Kyiv. During the war – the opportunity to work remotely.
- Employment contract according to Ukrainian labour legislation.
- Health insurance and free German language courses at Goethe-Institut Ukraine.
- An international multi-skilled team working on a challenging EU programme in Ukraine.

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### How to apply

Please create one single PDF file, featuring:

- **Application form** filled out in English, including at least one reference person with position and contact details
- CV in English
- University degree and other relevant work, education, and language certificates
- If possible, a current extract from your workbook

Please send your PDF file to [hr@houseofeurope.org.ua](mailto:hr@houseofeurope.org.ua) with the subject “Creative Industries and Regional Programmes Officer”. The deadline for applications is **19 February 2024, 15.00 Kyiv time.**

Do not forget to mention your telephone number. We will call you to schedule a meeting if your application catches our attention.

Whatever the answer is, all candidates will be contacted.