

## Call for a Cultural Transformation Lab Officer

We seek a proficient and passionate part-time officer to advance the [Cultural Transformation Lab](#).

Cultural Transformation Lab is a series of practical education and networking events to support Ukrainian cultural managers, civil society, and cultural actors outside large cities and regional centres during the war.

Cultural Transformation Lab is a project by Goethe-Institut Ukraine in partnership with the Ministry of Culture and Information Policy of Ukraine and funded by the House of Europe.

Read the details carefully, and apply [before Wednesday 18 October 2023, 15.00 Kyiv time](#).

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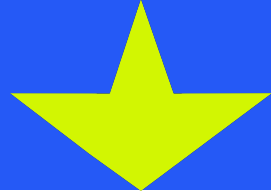
### House of Europe

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

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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.



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, and hackathons are offered.

House of Europe is implemented by Goethe-Institut. A Cultural Transformation Lab Officer will be part of the Goethe-Institut Ukraine team, working with funds of the House of Europe programme.

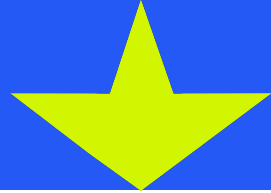
### Goethe-Institut Ukraine

The Goethe-Institut is the cultural institute of the Federal Republic of Germany with a global presence. Goethe-Institut Ukraine is promoting German-Ukrainian cultural and educational dialogue since 30 years. In reaction to the full-scale Russian war of aggression against Ukraine, it has substantially supported its wide network of Ukrainian partners and actively contributed to the resilience of the Ukrainian cultural sector.

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### Your daily routine

- Managing full-cycle of Cultural Transformation Lab activities, ensuring they are delivered on time and to budget
- Designing high-quality programmes for online workshops in close cooperation with the trainers of the Cultural Transformation Lab
- Reaching out to and collaborating with trainers, experts, organisations, and professional networks from Ukraine and the EU\* to design engaging programmes
- Managing relationships with trainers, the Ministry of Culture and Information Policy of Ukraine, and alumni of the programmes
- Managing open calls for participants and developing selection criteria
- Collecting statistical information and feedback from participants to adjust the programme to the audience's needs
- Managing operational finances, financial planning, timeliness of payments, and reporting for the activities



- Subcontracting experts and partners in compliance with administrative rules: tenders and procurements, documentation of spending, etc.
- Taking care of the related paperwork, including invoice processing and other financial tasks

### What skills and qualifications do you need

- 2+ years of experience in project management
- English and Ukrainian to C1 level
- University degree in cultural management, arts and humanities, or equivalent
- Experience and network in cultural sector
- Ability to successfully work in a team, while being self-motivated and illustrate initiative with regards to job responsibilities
- Self-reflection and acceptance of criticism
- Structured and result-oriented approach
- Ability to work under stress and with temporarily high workload
- Readiness to travel for business and work on weekends and in the evenings when needed

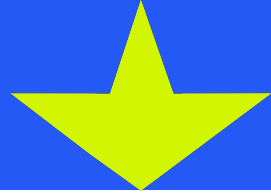
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### What will be an asset

- Confident German
- Experience in conceptualising educational programmes
- Experience in designing online events
- Experience in civil engagement, reform processes, or change management
- Experience in managing international exchange
- Experience in working for donor-funded projects
- Experience in working in an international, English-speaking environment

### What will you get

- Part-time job with flexible working hours from October 2023 till September 2024. You will spend about 20 hours per week on our tasks.
- Remote job with access to our office in the historical Pechersk district.



- Good salary and employment contract according to Ukrainian labour legislation.
- Health insurance and free German language courses at Goethe-Institut Ukraine.
- International multi-skilled team motivated to make a positive change in Ukraine.

### How to apply?

Please fill out an [application form](#) in English and send it to [hr@houseofeurope.org.ua](mailto:hr@houseofeurope.org.ua) with the subject "Cultural Transformation Lab Officer". The deadline for applications is **Wednesday 18 October 2023, 15.00 Kyiv time.**

If you have any questions, please contact [franziska.hoefler@goethe.de](mailto:franziska.hoefler@goethe.de).