

PROJECT ASSISTANT: ARCHITECTURE-DESIGN-CRAFTS

About Kultur | lx

Kultur | lx, is a non-profit established to support development and promotion of art and culture from Luxembourg on the international scene. It seeks to help creatives develop professional skills and also facilitates exchanges between professionals in Luxembourg and other countries. Kultur | lx has the following missions:

- Contribute to policies that foster creative work aimed at increasing and further raising the profile of Luxemburgish artists both in the Grand Duchy of Luxembourg and abroad;
- Encourage and support creative work and develop the culture sector, for example through commissions, agreements, subsidies, financial aid, grants and awards;
- Provide career development support for artists and creatives;
- Boost the impact and promotion of creative work in the Grand Duchy of Luxembourg;
- Promote creative work abroad in cooperation with Luxembourg's diplomatic and consular network;
- Manage and follow-up works receiving one or more types of support.

Reporting to the Kultur | lx Coordinators and the Head of Department, the Project Officer will be responsible for the following tasks, amongst others:

- Organising events, logistics and the coordination of several projects, including the Venice Biennale Architettura;
- Contributing to the implementation and follow-up of other events organized by the department;
- Establishing and building relationships with local and international partners;
- Identifying European partners, synergies and networks;
- Participation, representation and presence at major events, such as fairs, meetings or Biennales;
- Following-up training and support programmes for professionals in the sector;
- Processing financial support in cooperation with the Head of Department;
- Managing and monitoring the budget with the Head of Department;
- Managing and monitoring balance sheets;
- Administration tasks, for example, following-up contracts and invoices;
- Providing editorial content;
- Creating, managing and updating databases;
- Collecting and preparing data, information, reports, files and statistics;
- Any other task requested by the Employer.

Profile required

- Third-level education equivalent to Licence 3 or Master I and II in events management, cultural project management, cultural management, or cultural cooperation.
- Degree in art, architecture or design.
- Experience in organisation and/or national or international events management OR similar experience.
- Knowledge of the international architecture and design sector and related networks.

Skills required

Technical skills

- Knowledge of contemporary architecture, design and craft.
- Ability to use the main IT software tools.
- Knowledge of the legal context for production contracts.
- Editorial skills.
- Ability to read, write and speak French and English. Ability to also communicate in German and Luxemburgish considered an advantage.

Professional skills

- Good interpersonal and public-speaking skills.
- Budgetary discipline.
- Able to coordinate, organise, prioritise combined with an eye for detail.
- Creative and adaptable.
- Available, flexible and pro-active.
- Able to meet deadlines.
- Sense of team spirit and able to work on projects.
- Able to manage several different project timelines.

Kultur|lx

Start date
September 2022

Application deadline
11 July 2022

Salary
In line with the pay scale for Kultur | lx.

Applications including a letter of motivation, a CV and evidence of the qualifications required (certificates, diplomas) should be addressed to:

Kultur | lx a.s.b.l.
c/o Ms Catherine Decker, President
5-7, rue de l'Alzette
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