

Project Manager for International Cooperation (m/f)
Kultur | lx – Arts Council Luxembourg
Permanent contract - 40 hours per week

About Kultur | lx

Kultur | lx – Arts Council Luxembourg is a public body that supports the development and promotion of art and culture from Luxembourg on an international scale. 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 support, 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.

Job description

Reporting to the Directors of Kultur | lx, the International Manager for cooperation will be responsible for the following tasks :

- Implement the international cooperation strategy developed together with the Ministries of Culture, Foreign and European Affairs, Defence, Cooperation and Trade;
- To maintain exchanges with the network of Luxembourg diplomatic and consular missions;
- To inform Luxembourg's diplomatic and consular missions of international events and presentations organised by Kultur | lx and to evaluate potential synergies;
- Provide advice to diplomatic posts in the development of their programming;
- Liaising with the various Luxembourg ministries on questions of cultural programming in the context of international operations such as World Fairs or State Visits;
- Follow up requests from Luxembourg diplomatic and consular missions;
- To ensure the financial follow-up of events and operations in the context of international cooperation;
- Ensuring the transmission of information to Luxembourg's diplomatic and consular missions on current cultural and creative events in Luxembourg in conjunction with the Kultur | lx communications department;
- Any other tasks assigned by the Employer.

Profile required

- At least 3 years' experience in a similar position;
- 3 years' higher education specialising in cultural management, similar training, or curiosity and a keen interest in culture;
- Knowledge of the Luxembourg cultural scene and international networks;
- Experience in international cooperation
- Good interpersonal and organisational skills
- Sense of diplomacy and discretion;
- Good command of IT tools and social networks;

- Availability (travel required).

Languages required:

French, German, English, Luxembourgish

Start date:

October / November 2024 (to be agreed upon)

Application deadline

1st September 2024

The role is based in Esch-sur-Alzette, Luxembourg.

Applications including a cover letter, CV, and proof of the required qualifications (certificates, diplomas) should be sent to:

Kultur | lx – Arts Council Luxembourg
for the attention of Mr Jo Kox, President
5-7, rue de l'Alzette
L-4011 Esch-sur-Alzette
Tel.: +352 26 26 21 21 – E-mail : jobs@kulturix.lu