



The **LAS Art Foundation** is a platform for the interface between art, science and technology. Together with artists, we develop projects on topics ranging from artificial intelligence and quantum computing to ecology and biotechnology. In doing so, we break down disciplinary boundaries, explore common paths and constantly redefine our role as an art institution in shaping our social future. To support our team, we are looking for a

Art Project Manager (m/f/d)

Berlin | 20h/week | Contract: limited 2 years | Start: 01.01.2025 | Salary: min. 1,800€ brut/month

Your responsibilities

- Coordinating the implementation and delivery of activities following the project
- methodology, requirements, and schedule.
- Budget controlling, documentation of spendings and reporting.
- Project Management for EU funded project:
- Lead the implementation of the project, focusing on residency production and supporting the artists.
- Ensure smooth and consistent communication.
- Facilitate connections between artists in residence and key partners/stakeholders, including local stakeholders from research, academia, industry, policy, and citizen-science.
- Spearhead, monitor and report on residency progress while liaising with other organisations.
- Set-up and implementation of public-facing activities.
- Research, preparation and submission of funding applications for European Union grants.

You are a fit, if you

- Have several years of experience in managing EU funded projects and applying for EU grants for projects in the art or cultural sector
- Are experienced in managing art, tech or science related projects and artist residencies from concept to implementation.
- Work independently while getting the necessary information and collaboration from the rest of the team.
- Have preferably worked with Google Workspace before.
- Are officially registered in Germany.
- Speak and write English at C1 level/fluent and ideally German as well.
- Are available to travel to meet with artists and partners.

Our benefits

- Work mostly remotely and travel to meet with us, artists or partners
- MacBook & iPhone as well as the software you need to do your work

We are looking forward to your application via jobs@las-art.foundation. Please send a CV and a short letter of motivation including your salary expectations.