



WE ARE LOOKING FOR A  
**PROJECT  
MANAGER**

## **PROJECT MANAGER at Trans Europe Halles - Lund, Sweden**

Trans Europe Halles is looking for an enthusiast and dynamic Project Manager to join our international team in Lund, Sweden.

The Project Manager will take the lead a team of 3 in the execution of the EU-funded project “Cultural and Creative Spaces and Cities”, a project that was recently granted to Trans Europe Halles by EAC.

The Project Manager will closely collaborate with the finance manager and the communication’s manager of the granted project, with all the project partners in Europe and with all Trans Europe Halles team members.

**Submit your application today and join us in Lund from 15<sup>th</sup> October 2018 for 28 months.**

## **TRANS EUROPE HALLES**

Trans Europe Halles (TEH) ([www.teh.net](http://www.teh.net)) is a Europe based network of independent cultural centres initiated by citizens and artists with 102 members and associates in 33 countries.

TEH has been at the forefront of repurposing Europe's industrial buildings for arts, culture and activism since 1983. Our mission is to strengthen the sustainable development of non-governmental cultural centres and encourage new initiatives by connecting, supporting and promoting them.

We facilitate international cooperation and provide opportunities for learning and sharing. To achieve this, we organise two international meetings every year, coordinate international projects,

run professional development trainings, support members in times of troubles and actively influence cultural policies.

For TEH, the power of culture is in inspirational, transformative experiences that have the capacity to change people, perceptions and societies.

Recently, TEH was awarded the execution of the European project 'Cultural and Creative Spaces and Cities' (see [project description](#)). For this project, we are very happy now to be looking for a Project Manager.

## **ROLE**

- Execution of our EU-funded project “Cultural and Creative Spaces and Cities” with 11 partners over Europe.
- Be responsible for the implementation of the project, including the reporting procedures already in place and the production of the relevant documentation.
- Work closely together with the finance and communication manager to achieve all outputs.
- Work closely with all project partners, and beyond those, within Europe and assure the smooth process and progress of the project.

- You stimulate all project partners and help them proactively to make their projects come true.
- You unite all sub-projects into one common goal.

## **MAIN RESPONSIBILITIES AND TASKS**

### **1) Project Planning**

- Co-design the Cultural and Creative Spaces project with consortium partners concerning content, formats, target groups, delivery channels, selecting trainers, consultants, and participants
- Co-design collaboration processes with project partners for uniting all project activities into one common goal

## 2) Project Implementation

- Ensure that the delivery of the project's activities meet TEH's quality standards, and that they contribute to the long-term development strategy of Trans Europe Halles.
- Work in collaboration with the Communication Manager to brand and market the different events and training during the project
- Coordinate and oversee the work of the external consultants involved in the project activities
- Monitor the costs of the project in collaboration with our Financial Manager

### **3) Project Reporting**

- Document all the activities related to the programme, collect data and information, and produce content to be used in online publications throughout the whole project.
- Write activity reports to funders and stakeholders.

### **SKILLS**

- Strategic thinking and a hands-on mentality.
- You are an excellent stakeholder manager, liaising between different partners over Europe. You are able to (inter)connect independent cultural organisations with research institutions and



with policy makers.

- You are a proactive thinker and a skilled listener.
- You understand the concept of the commons and you grasp its potential.
- You believe in a sustainable world, a place with respect, spontaneity and connection.
- Ability to work autonomously, and as part of a diverse team working remotely and take ownership of the project
- Language skills: the more, the better! High professional fluency in English is a must. Other European languages incl. Swedish are an asset.

## **EXPERIENCE**

- At least 5 years professional experience as project manager.
- Experience in working with international projects and in an international team and environment.
- Work experience in cultural and social non-profits highly preferred.

## **ACCOUNTABILITY**

The Project Manager reports to the Managing Director of Trans Europe Halles.

## **EMPLOYMENT DETAILS**

Employer: Trans Europe Halles (NGO).

Contract: 24 months contract at 100%. 6 months trial period.

Contract extension subject to funding and performance.

Location: TEH Coordination Office, situated at the cultural centre Mejeriet, Lund, Sweden.

Gross monthly salary: 31.000 SEK

Employment starts: 15 October 2018 until February 2021.

## **APPLICATION PROCEDURE**

Submit your application via e-mail to [jobs@teh.net](mailto:jobs@teh.net), including:

- 1) Your CV;
- 2) Motivation letter (max. 1 page) describing how your experiences relate to what is required of the position.

Deadline for applications: 18 August 2018 at midnight.

Skype interviews: 27 and 28 August 2018.

On-site interviews are expected to take place between September 10th and 14th.

For inquiries, contact: Giorgio Berardi at [giorgio@teh.net](mailto:giorgio@teh.net)