

something great

Something Great is looking for a **Managing Director (W/M/X)** based in Berlin or in the district of Ludwigslust-Parchim in Mecklenburg-Vorpommern, Germany, in a full-time employment position (40 hours) as of January 2023.

Job Summary

As Managing Director, you will play a crucial role in the direction and management of Something Great over the coming years, with a particular focus on the company's administration, finances, fundraising, and human resource matters. You will immediately step into key roles, offering impactful leadership and decision making, with regard to the continued growth of Something Great and its work with international artists, as well as within the frame of Künstlerhaus Schloss Mentin, our soon to be launched arts centre and artist workspace in Mecklenburg-Vorpommern, Germany. In your financial management and administrative tasks, you will work closely alongside an Administrative Assistant and our company accountant. While doing so, you will work closely with Something Great's Founder / Artistic director & CEO on fundraising applications, human resources management and public relations/networking with funding institutions. Further, you will co-direct all the team members in their day-to-day tasks, especially regarding administrative and financial issues.

Responsibilities

Leadership

- Develop and update Something Great's organizational policies and procedures in close consultation with the company's Founder / Artistic Director & CEO;
- Lead team members, particularly concerning financial and administrative issues, ensuring the compliance of their daily tasks with company policies;
- Lead weekly team meetings together with the Founder / Artistic Director & CEO.

Fundraising

- Develop and update annual fundraising plans for Something Great according to its operational needs and planned projects;
- Work closely with the company's Founder / Artistic Director & CEO and other team members in developing and submitting funding applications.

Financial Management

- Develop and manage Something Great's annual operating budgets, and oversee its progress and changes;
- Develop financial reporting systems to ensure that the team members have the tools and instructions they need to manage appropriately their project budgets;
- Manage the company's overall financial operations with the support of an Administrative Assistant, including payments and invoicing;
- Manage all external financial reporting of Something Great, with the support of an Administrative Assistant, including collecting and organizing financial reporting documentation and submitting financial reports to funding institutions;
- Provide financial analysis and recommendations to the Founder / Artistic Director & CEO to guide the organization's financial decisions;
- Work with outside auditors to assure that all the finances and accounting systems of the company are adequate, and assess any necessary changes.

External Relations

- Attend meetings and events in Germany and abroad on behalf of Something Great (meetings with network partners, etc.)
- Act as a company's spokesperson next to partner institutions, and funding institutions (a.e. Berliner Senatsverwaltung für Kultur und Europa; Ministerium für Wissenschaft, Culture, Bundes- and Europaangelegenheiten of the Land Mecklenburg-Vorpommern; Kulturstiftung des Bundes; Beauftragte of the Federalregierung for Kultur and Media, etc.)

Team Management

- Manage, advise, and supervise all the team members of Something Great, especially regarding financial and administrative matters.
- Lead and manage the hiring process of new employees and freelance collaborators of Something Great;
- Foster teamwork and clear communication, and ensure the effective delegation of tasks within the team in cooperation with the Founder / Artistic Director & CEO.

Contract Management

- Oversee all contractual agreements legally involving the company, in consultation and collaboration with the Founder / Artistic Director & CEO;

Your profile:

- You have at least five years of relevant professional experience in German-speaking countries, preferably in performing arts.
- You have full professional proficiency in German and English language. Other languages are a plus but not mandatory.

- You have experience in developing and implementing strategic and business plans.
- You have problem-solving skills and demonstrate critical thinking in organizational, financial and administrative matters; ideally, you also bring expertise in (German) labour law.
- You demonstrate empathy and excellent communication and negotiation skills.
- Your leadership style is open, and you can work closely with a team in a fast-paced, changing environment.
- You are based in Berlin or in the district of Ludwigslust-Parchim in Mecklenburg-Vorpommern, Germany, or keen to move to one of these places as of January 2023.
- A university degree in business or administration, or a related field, is an advantage but not mandatory.

We offer:

- A full-time employment contract (40 hours/week) with a monthly salary according to your role and relevant professional experience.
- Annual bonus according to your performance.
- The opportunity to lead an internationally renowned cultural organization
- The opportunity to work closely with international artists and culturally diverse teams.

About us

Something Great is an independent organization based in Berlin that champions international performing arts: dance, theatre and performance. We represent outstanding artists of our time, helping them to develop new projects and tour internationally. Every year, we organise hundreds of guest performances and tours worldwide. In addition to our associated artists, as of 2023, we will open the Künstlerhaus Schloss Mentin, a new international arts centre and workspace for artists on the grounds of Schloss Mentin in Mecklenburg-Vorpommern, Germany. Through residency programs, multidisciplinary festivals and other events at our house, we will support multiple other artists and creative projects and facilitate exchanges between wide-ranging audiences.

Are you interested in the Managing Director's employment position at Something Great (W/M/X)?

Please submit your cover letter, resume or CV to the attention of Rui Silveira, Artistic Director & CEO, by e-mail to rui@somethinggreat.de by **October 17, at the latest**.

For more information about Something Great, please visit www.somethinggreat.de. For queries about the job offer, don't hesitate to reach out by email, and we will be happy to schedule a phone call.

Something Great is committed to providing a diverse work environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration regardless of race, colour, religion, gender identity or expression, sexual orientation, national origin, disability, or age.