

EVENT CURATOR

The Center for Intersectional Justice (CIJ) is hiring an Event Curator from **February 2022 to December 2023** with possibility of prolongation. This role offers competitive conditions, including a full-time salary, flexible working hours, the possibility of home office, and a highly creative work environment. **The deadline for applying is February 5th 2022 at midnight.**

About CIJ

CIJ is an independent nonprofit organisation based in Berlin dedicated to advancing equality and justice for all by combating intersecting forms of structural inequality and discrimination in Europe. We envision a world free of systemic oppression in which each individual has access to resources, voice, power and safety. Such a world will only emerge if we address structural, institutional and historical barriers that have led to marginalization, invisibilization and lack of access and opportunity for minority groups including women, People of Color and Black people, religious minorities, people with disabilities, members of the LGBTQI+ community and working class people. At CIJ, we are committed to making visible and gradually dismantling the global hierarchies which continue to place some groups above others, to allow the equitable, fair and non-oppressive treatment of all people.

CIJ is currently shifting its activities and will focus on bridging the gap between social justice movements and mainstream political debates by curating a stage on which the public discourse on discrimination, oppression and intersectionality can foster systemic change and move away from sterile debates which maintain the status quo. At CIJ, we discuss how we can dismantle oppression, not whether oppression exists.

Responsibilities

- Design and curate the entire yearly event programming of CIJ
- Plan, Manage and oversee all CIJ events from idea conception and implementation to logistics around the event: thematic research, drafting programmes, defining the right formats, producing content, scouting locations, identifying and booking the appropriate speakers, soliciting bids, managing vendor relationships and stakeholder communications, creating and negotiating contracts, raising funds, managing budgets, troubleshooting, etc.
- Host or scout for competent speakers, moderators, performers, etc for all CIJ events
- Drive the implementation of innovative and engaging event formats, online, offline or hybrid to inspire and provide outstanding content to the CIJ Community
- Work in close collaboration with the Communications Director, Finance Manager and Executive Director to enable a smooth execution of events



- Organise fundraising efforts for CIJ events as well as manage and monitor events budget
- Oversee the production of promotional material in close collaboration with the Director of Communications
- Supervising and liaising with subcontractors, managing interns or volunteers (punctually hired for specific events)

Your Profile

- 4+ years of event and/or project management experience
- Proven track record of successfully planning, executing, hosting & facilitating events (online, offline & hybrid)
- Expert insight into topics related to intersectionality, discrimination and oppression
- Strategic thinker and creative problem-solver
- Strong creative and communication skills
- Ability to develop a vision and bring it to life with actionable plans
- Detail-oriented with the ability to synthesize small details into big pictures
- Ability to work independently and autonomously while maintaining a team-oriented attitude
- Experience in hiring and managing temporary staff for support during events
- Excellent negotiator, with strong interpersonal and relationship skills
- Wide network of partners and collaborators in the event management field
- Full professional proficiency in German and English

A good fit for this role is someone who has a pragmatic mind and is able to translate abstract ideas and visions into tangible projects and events. They have an engaging and direct communication style, can manage relationships with a wide range of stakeholders from donors, to venue hosts, activists and the general public. We're looking for a person with a clear and actionable vision and the ability to implement it from the ground up.

Our culture attracts proactive change makers who exhibit integrity, courage, willingness to challenge the status quo and an open heart. If this resonates with you, we'd be happy to hear from you!

Our Offer

CIJ is an organisation with a high degree of flexibility and room for introducing and developing new ideas, as well as a strong potential for professional development. CIJ provides an excellent learning environment and strives to build a positive, respectful, constructive and appreciative working culture where opinions and feedback are highly valued. This role provides a unique platform to develop and contribute their efforts towards intersectional justice.

CIJ is committed to building a team that represents a variety of backgrounds, identities and perspectives. Our motto is "nothing for us without us", as we believe that the people personally affected by social injustice should take on leadership roles. We therefore particularly encourage applications from people personally affected by several forms of structural/systemic discrimination.

Due to capacity constraints, only shortlisted candidates will be contacted. The interviews (held in English and German) will likely take place during the first two weeks of February. We look forward to receiving your applications!

To apply, please fill out [this form](#).

