



## **Job Opportunity: Head of Operations - Manifesto Middle East**

**Contract:** Permanent Full-time position, under Saudi law

**Location:** Riyadh, Saudi Arabia

**Salary:** Dependent on experience

**Deadline to apply:** 30 September 2022

Perfectly positioned between the worlds of business, arts and culture, Manifesto acts as a consulting firm, a cultural entrepreneur, and a cultural producer. Working alongside companies and public bodies around the world, and in close collaboration with artists and curators, we design, manage, and produce cultural projects with strong creative and societal impacts. Founded in Paris in 2015 by Laure Confavreux-Colliex and Hervé Digne, the company is made up of a resolutely intercultural and multidisciplinary team.

At Manifesto, we support culture in all its forms: from the visual arts to culinary creations, at a local level and on a global scale. We approach every creative project with demanding artistic requirements, our trademark ambition, and technical expertise, ensuring a genuine local impact to guarantee that new possibilities are open to all.

Manifesto and its partners have established Manifesto Middle East, a Riyadh-based company dedicated to cultural urban planning and activation, cultural strategy, museum and heritage, artwork production, exhibitions and cultural residency programs.

Manifesto Middle East is looking to hire a Head of Operations. The position is for someone with leadership and vision in arts and culture, an intense desire to work on a great diversity of projects, someone who is able to build a team, work closely with artists and partners in Saudi Arabia and abroad. The Head of Operations will work with the board and the team in developing and managing projects in Saudi Arabia.

Read more about Manifesto at [manifesto.fr/en](https://manifesto.fr/en)

### **Responsibilities**

- Contribute to defining and delivering the vision of Manifesto Middle East vision
- Lead on delivering existing projects to meet high standards, including defining resources and project teams, overseeing any budgetary, legal, logistical and technical requirements, ensuring deadlines are met
- Lead on developing new projects and services along with the Chairman of Manifesto Middle East and the team in France
- Lead on managing the team and recruiting appropriate team members
- Report to Manifesto Middle East's Board of directors on the budget and all relevant management issues
- Perform tasks additional to this list as required.



## Requirements

- Fluent in English (required) with preference for fluency in Arabic and/or French.
- An enthusiastic and leading senior manager.
- Proven track record in managing a team or a cultural organization to deliver a variety of large cultural projects internationally (art commissions and/or residencies, heritage site regeneration, creation of a cultural venue, cultural programming, etc).
- Successful experience in achieving financial targets and establishing relations with artists and cultural clients, public stakeholders, partners and suppliers.
- Extensive interest in and knowledge of the arts and culture in the Middle East (familiar with the Saudi cultural scene).
- Have excellent communication skills on inter-personal and -cultural levels.
- Be able to adapt and respond quickly and efficiently to change and shifting priorities.
- Located in or willing to relocate to Riyadh.

Should you be interested, please send us your CV along with a letter in English (max. two pages) that discusses your interests, experience, and suitability for the position.

Applications can be e-mailed to [KSA@manifesto.fr](mailto:KSA@manifesto.fr) with the subject line « Head of Operations - Manifesto Middle East » followed by your name.

The deadline to apply is 30 September 2022.