



art of collaboration

29.04.2025, Berlin

zusa is an international organization based in Berlin, working across Europe, North Africa, West Asia, and beyond to support cultural and civil society actors striving for change. Rooted in the art of collaboration, zusa fosters systemic transformation through inclusive, playful, and experimental approaches. With a do-it-together mindset, they co-create programs with partners, introduce collaborative tools, and act as a backbone for stronger alliances.

Founded in 2021 from MitOst e.V.'s Cultural Exchange department, zusa continues the legacy of initiatives like Tandem and Actors of Urban Change while remaining a key player in the MitOst network. We have a large community of changemakers, cultural activists and artists which is constantly growing through ongoing programmes and projects.

In 2025-26 we are implementing together with Anadolu Kültür the programme VAHA, funded by Stiftung Mercator and the European Cultural Foundation. VAHA (meaning 'Oasis' in Turkish) aims at connecting and strengthening autonomous arts and culture spaces as local impulse hubs in different local civil society contexts in Turkey and from other Council of Europe (CoE) countries and Kosovo.

Within the collaboration project "The Big Green", funded by the European Union and being implemented together with 15 partner organizations, we are responsible for the communication and knowledge exchange between partners. The Big Green brings environmentally-engaged artists under one large-scale umbrella initiative and experiment with innovative ways of using art to promote sustainability.

For our office in Berlin we are looking asap for a

Community Manager (20h/week)

The initial contract end date is 31.05.2026.

Job Profile

The Community Manager is responsible for maintaining contact with former participants and partners of programmes and projects zusa implemented in the past years, such as: All Around Culture, Culture Helps, Tandem – Culture without Borders and Actors of Urban Change - and for developing tailor-made networking opportunities for this community, at least once per quarter.

Connected to this responsibility, the Community Manager will also support the implementation of the VAHA programme during its peak phases — providing training design, mentorship to participants and their projects, and contributing to partner coordination, relationship management in collaboration with the VAHA project manager and project supervisor and partners.



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In particular, the Community Manager is responsible for the following tasks:

- Developing community activities (i.e. community calls or other networking activities, synergies with running and past programmes)
- Communication with the project team, partners, funders, participants and alumni
- Working with the database of zusa's community (overseeing across programmes)
- Intern / volunteer management necessary for the VAHA mini team's peak times (programme events and report periods)
- Implementation of the VAHA programme peak time activities in collaboration with the project manager, supervisor and partners
- Mentoring and support of participants and their funded projects, also in financial administration
- Representing zusa in The Big Green project & designing online/offline formats for the consortium to exchange
- Documentation of used methods and outputs from online/offline formats

Requirements

- Several years of experience in project and office management
- Experience in management of larger scale projects
- Hands-on experience in the field of art and culture and/or non-formal education
- Experience with facilitation, mentoring and training design
- Experience in event management (including logistics, cultural/local visits, etc.) and be able to design, deliver or delegate to interns
- Good knowledge of the European cultural/civil society scene and beyond according to our geographical portfolio
- Confident use of computer software and internet
- High level of motivation, excellent communication and social skills
- International experience, intercultural sensitivity and joy working with people
- Willingness to take frequent (international) business trips
- Willingness to work flexible hours, even on weekends
- Desire to work together closely in a team, ability for independent working and decision-making, reliability
- Accurate working style especially with numbers
- Very good command of English, proficiency in German and other languages is an advantage

Offer

We offer a varied range of activities in a dynamic and versatile organisation. A competent, motivated team with flat hierarchies awaits you, as well as a pleasant work atmosphere and plenty of room for own ideas. The work location is Berlin. The salary ranges based on experience between 1.500 up to 1.800 € Brutto per month (for 20h/week).



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Application

Apply until 13 May 2025 12:00 CET!

Please direct your declaration of interest with a short motivation letter and an indication of the earliest possible start date and if interviewed, your available timeslots mentioned at the below timetable with subject „Community Manager” by email to oezhan[at]zusaculture.org (only 1 PDF document, file size under 3 MB).

Timeline for Recruitment and Onboarding Process:

14 May > Application evaluation and scheduling of interviews

19 May > Interviews part I 11:00 – 12:00, 12:00 – 13:00 or 13:00 - 14:00 CET

20 May > Interviews part II 12:00 – 13:00, 13:00 – 14:00 or 14:00 - 15:00 CET

01 June > Start date

03 June > zusa team meeting at 11:00 and office welcome

Thank you for your interest!