

CALL FOR APPLICATIONS

KosmoPolis e.V. is looking for
the operation of the *Oval Office Bar*
from **01.08.2024** for a

production manager
with a focus on

Disposition & Communication
(limited until 31.07.2025)

We, the KosmoPolis e.V. will become an employer in 2024 and are looking for two employees for our collectively organised bar and event operations in the *Oval Office Bar*.

KosmoPolis e.V. (Association for the Promotion of Queer Night Culture) runs the *Oval Office Bar* in cooperation with Schauspielhaus Bochum. It is a solidarity-based, non-commercial venue, a basement bar with a stage, where alternatives to the thoroughly economised present are practised.

Until now, two full-time staff have been employed by the theatre. Both the role as employer and the organisation as a team of three are new for us. The two full-time production managers we are looking for work closely together with an experienced colleague, the association board and the association members to organise and maintain bar operations. Experience shows that around 1/3 of the working hours are spent dynamically on teamwork and around 2/3 on your main areas of work.

The three full-time employees form a team in which the following positions are covered:

- **Production Manager specialising in disposition & communication (we are hiring!)**
- Production management with focus on event organisation & club maintenance (assigned)
- Production management specialising in gastronomy & space and community maintenance (we are hiring!)

What is the work focus on disposition & communication? - Short version

Tasks:

- Coordination of our events, this includes
 - Making appointments with the theatre, team and association
 - Managing external event enquiries (email)
 - Transmitting information to the AK Kommunikation (our public relations organisation)
- Maintenance and organisation of communication structures (Nextcloud, Signal, shared calendars and email inbox)
- Evaluation of these communication structures
- In the team: joint organisation and assumption of responsibility in the spirit of the project

What is the work focus on disposition & communication? - Long version

All the information about what should happen, when, where and with whom comes together in your organisation. Your coordination ensures that much of it is well planned and runs smoothly. In this position, you work and plan for the long term, over months, perhaps the entire season. You keep an overview. You have the ultimate calendar at your disposal. Your tasks include arranging appointments between the theatre and the association. You may already have basic knowledge/experience of how to work with institutions. At this point, a good understanding of their processes on a

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structural and organisational level is important. You will represent the interests and needs (including scheduling) of the association to the Schauspielhaus.

You will also manage our external event requests by receiving them by email and passing them on to the plenum. If events are approved by the plenum, you coordinate their scheduling together with the other production managers and the association.

For communication with the theatre and event enquiries, you should be conversationally confident in German and English and be able to read and answer emails.

You are also a full-time member of the Working Group Communications (AK Kommunikation) and ensure that all appointments for public relations work are channelled into this group.

You have the skills to maintain an overview, distribute information and structure your work well in order to cope well with the mental load of these different areas of responsibility.

Even though we always have to react spontaneously to events in the team, we are looking for someone who is interested in learning from experience and keeping an eye on structural issues. It is essential that we expand and develop our communication structures and work processes together. In addition to your main focus, it is important to us that you are motivated to work in a collective, self-organised structure. Paid employees and volunteers at the Oval Office Bar are united by the desire to create and maintain an explicitly queer political art space. Maintaining the integrity of each person, respectful communication and appreciation of dissent and debate are very important to us.

What tasks do you take on as a team?

As a team, you'll share around three evening theatre management duties per week, i.e. on average everyone is behind the bar once a week. The queer and independent scene needs a space. Opening the bar is our first priority. Our core opening hours are Thursday to Saturday from 7 p.m. to midnight, although it can sometimes be later depending on motivation. In addition, there are regular plenary sessions for bar operations (programme & content issues), weekly team meetings in different compositions, meetings with the working groups and exchanges with the association's board and the Schauspielhaus. Within the scope of our financial possibilities, we would like to facilitate further training, workshops, etc.

We value reliability and communication skills in the team. Maus really has to talk a lot, with very different people. At this point, we would also be delighted to have more language skills in the team! Perhaps you have already gained experience in other structures with collective work processes. Together, we also bear political responsibility for our space. Part of the work involves being able to react spontaneously to current events and needs. As you will be part of a new team, we would like to invite you to help shape the collective work processes.

What you should bring with you:

- A proximity to the queer community and the willingness to work on an explicitly queer and emancipatory project
- Experience in the areas of production and/or scheduling and/or event management
- Experience in working with institutions
- Willingness to communicate
- German and English language skills for conversations and written communication
- Willingness to work at night
- Centre of life in Bochum
- Trade union membership explicitly desired

What we offer you:

- 25h/week with a gross salary of EUR 2000 per month
- A politically and artistically unique project between art, queerness and politics
- A wonderful team of volunteers and permanent employees with whom you can pursue and realise visions together
- Regular supervision

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General conditions and requirements for the position:

The position comprises 25h/week. The probationary period is two months. You will be based in Bochum. The salary is 2000€ Brutto. Some tasks are also possible and desired in mobile work, but must be discussed in advance in the team. The position is initially limited until 31 July 2025, but we are - depending on our funding situation - very interested in a long-term cooperation.

Application deadline & interview:

BI*PoC (Black, Indigenous*, Person of Color) and/or FLINTA* (Women, Lesbian, Inter, Non-binary, Trans, Asexual) and/or (severely) disabled people (especially intersectionally marginalised people), are particularly encouraged to apply. The bar is not low-barrier. A current list of barriers is here: <https://kosmopolis.club/barrieren-in-der-bar/>.

We look forward to receiving your informative application, which should include your CV and a letter of motivation (max. two pages), preferably also as a video or audio recording (max. five minutes).

Please send the application documents exclusively by e-mail and in a PDF document or a video or audio file (.mp3 or .mp4 would be ideal) **by 10 April 2024 at the latest to: vorstand@kosmopolis.club**

The interviews are expected to take place at the end of April 2024 in Bochum will take place. We may offer a digital interview format via Zoom.

**We look forward to receiving your application!
KosmoPolis e.V.**

Data protection clause according to §12 para. 2 Data Protection Act NRW

The personal data requested by us will be processed and stored as part of this application process. Your personal data is a prerequisite for consideration in the application process. Your application documents will be completely deleted from our systems at the end of the entire application process.

KosmoPolis e.V. and the Oval Office Bar

KosmoPolis e.V. (Association for the Promotion of Queer Night Culture) runs the Oval Office Bar in co-operation with Schauspielhaus Bochum. It is a solidarity-based, non-commercial venue, a basement bar with a stage, where alternatives to the thoroughly economised present are practised. As a lesbian-demanding and trans-feminist space, we have defiantly decided that the rules of the overall social game of Monopoly do not apply here: Our bar works according to the soli principle, which means everyone pays what they can and want to.

The nucleus of this bar is the politically shared and personal experience of not having a place. This bar is a space that we create as women & trans people, as anti-fascists & queers. And it is open to everyone who is in solidarity with us.

The artistic ideas, political content and the strong resonance of the various actors in a constantly growing network have made the bar an important hub for the regional queer and feminist community in recent years. The association's ongoing work makes it possible to share knowledge and develop new ideas in various formats. Our activism values the gastronomic and artistic practice of small art and cultural venues and sees itself as part of this independent network of spaces. The promotion of diversity and respect in cultural and political exchange and in the cityscape is central to this.

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