

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

Gastronomy and Space & community maintenance
(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 gastronomy and space & community care? - Short version

Tasks:

- Gastronomic management of the Oval Office Bar
- An active presence and organisation of the social space tailored to our community
- Cash management of the Oval Office Bar (cash reports, income/surplus accounting, cash deposits, coordination with other accounting centres, etc.)
- Coordinate infrastructure, hygiene and cleanliness (cleaning is done externally) in the bar
- In the team: joint organisation and assumption of responsibility in the spirit of the project

What is the work focus on gastronomy and space & community care? - Long version

You are a catering mouse! You are fully involved in daily business and have your weekly routines. You keep the gastronomic operation running, including shift planning, drinks orders and weekly accounts. That's why you're a full-time member of the bookkeeping working group (AK Buchhaltung). Basic accounting skills and knowledge of business processes are important for this. You will also coordinate the gastronomy working group (AK Gastro) and work with it to organise the gastronomic menu. A love for night work and your own bar performance are absolutely essential.

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You are a mouse house master. You have an eye for the infrastructure: if a light bulb burns out, you contact the building technicians, if there is a confetti accident, you communicate this with the cleaning team. You are the person responsible for hygiene in the bar and bar area. As the Mouse House Master, you are not only responsible for the visible infrastructure: You are the first face that one associates with the bar. You step in, you are an ambassador for bar work as political and performative activism. Many people can serve drinks, but your job goes beyond that: you work to ensure that our bar, which is also a clubhouse, runs socially: You are the mother of the mousehouse.

In addition to your main focus, it is important to us that you are motivated to work in a collective, self-organised structure. Paid workers 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 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 make further training, workshops etc. possible.

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 also 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
- Willingness to work at night
- Experience in the catering industry
- An eye for reproductive work
- An independent willingness to tackle problems
- Basic knowledge of accounting
- A centre of life in Bochum
- A social and communicative attitude
- Workers 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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