

MANIFESTA 16 Ruhr

Open Call for Invigilators (m/f/d) Working Students and Part-timers
in Duisburg, Essen, Gelsenkirchen and Bochum.

What is Manifesta?

Manifesta – the European Nomadic Biennial relocates to a new city every two years. Following invitations from these Host Cities, the biennial engages both local and international audiences through artistic projects, urban experiments, architectural interventions and educational programmes.

Manifesta 16 Ruhr explores artistic and architectural practices in close connection with the social, cultural, and urban fabric of the Ruhr Area.

Job Description

Invigilators are key members of the Manifesta 16 Ruhr team. They ensure that the operations in and around all exhibition venues are well organised whilst actively engaging with visitors and enhancing their experience.

Beyond safeguarding artworks and installations, invigilators act as welcoming hosts and informed points of contact. A central aspect of the role is interacting with visitors: initiating conversations, providing information about venues, artworks and participants, explaining exhibition concepts, and supporting meaningful engagement with the exhibition. Invigilators are the welcoming face of the biennial

Invigilators contribute to creating an open and dialogue-oriented atmosphere in which visitors feel informed, welcomed and comfortable.

Manifesta 16 Ruhr
gGmbH
Kronprinzenstr. 35
45128 Essen
Germany
TAX Number
112/5978/1340

MANIFESTA
Initiating Partners

REGIONALVERBAND
RUHR

Ministry of Culture and Science
of the State of
North Rhine-Westphalia



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Main Tasks and Responsibilities

- Supervise exhibition spaces to ensure the protection of artworks, installations, and technical equipment
- Ensure visitors comply with exhibition rules and intervene professionally and respectfully when necessary
- Welcome visitors and provide orientation within the venue
- Proactively engage visitors in conversation about artworks, artists, and exhibition themes
- Answer questions and offer clear, accessible information about the exhibition
- Foster a positive, inclusive and dialogue-oriented atmosphere
- Monitor visitor flow and contribute to a safe and orderly environment
- Carry out opening and closing procedures, including securing exhibition spaces and artworks
- Act appropriately in the event of incidents or emergencies, following Manifesta 16 Ruhr protocols
- Report damages, incidents, or unusual situations to the responsible coordinators
- Collaborate with coordination teams, technicians, and security staff as required
- Welcome and coordinate arrivals of groups and individuals attending activities in close coordination with other team members
- Check the validity of tickets and bookings of Public Walks, Group Walks, School Walks.

Candidate Profile

- Fluent in German and English; additional languages are a strong asset
- Strong communication skills and enjoyment of engaging with diverse audiences
- Confident in approaching visitors and initiating conversations
- Responsible, attentive and comfortable setting boundaries when necessary
- Interest in contemporary art and cultural environments

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- Ability to remain calm, alert and professional in challenging or unexpected situations
- Reliable, punctual, and comfortable working independently within assigned spaces
- Experience in museums, exhibitions, cultural institutions, visitor services, mediation, or invigilation is an advantage
- Willingness to follow procedures and use internal communication tools.

Working Conditions

- Candidates must be based in the Ruhr Area for the duration of the contract
- The temporary employment, including training days, runs from 08 June to 4 October 2026
- Part timers work between 31 and 35 hrs per week with three days off per week
- Working Students work 17 hours (2 days of work) during the semester. The amount of hours could be increased during the semester break to a maximum of 40 hours per week.

How to Apply

Please apply by using [this form](#). Deadline 15th of Mai.

Diversity and inclusion are firmly anchored in our corporate culture. Therefore, we welcome all applications, regardless of gender, age, disability, religion/belief, ethnic origin or sexual identity.

You can find our data policy [here](#).

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