



transmediale e.V. is currently seeking a

Product Manager digital (f/m/d)

to join its team in Berlin, Germany starting at the earliest possible date (September 1st latest) for a duration of 6 months.

About

transmediale creates a space for critical reflection on cultural transformation from a post-digital perspective. For over thirty years, the annual festival for art and digital culture has been bringing together international artists, researchers, activists, and thinkers with the goal of developing new outlooks on our technological era through the entanglement of different genres and curatorial approaches.

Find more information in the [transmediale archive](#) and the last festival edition of [2021–2022](#).

transmediale is seeking an experienced digital product manager to oversee the development of a new project management tool, to centralise the management of all project based data points, and streamline internal and external workflows.

The product manager is responsible for scoping, developing, and maintaining the digital roadmap for this product, including sourcing the right external software developers to create this tool, following a thorough RFP (request for proposal) process. The tool will be an Open Source Software and should be used for every aspect of event management: programming, contract management (database, automatic templates), event production (timetables, techriders, etc.), guest management (travel, accommodation) and communications (text production, logos, automatic archives). The product is aimed at simplifying and accelerating internal as well as external workflows.

Responsibilities:

- Understand transmediale's mission and vision
- Partner with internal team and external vendors/ partners to get a thorough understanding of requirements, workflows, and team needs to build alignment, set goals and prioritise features
- Create RFP to scope software developers/ software companies and oversees the management of selection process and vendor relations
- Make, execute, and exercise independent judgements about digital product budgets, schedules, and resources management
- Lead and collaborate on all business readiness activities including product testing, quality assurance, end user education, rollout, iteration and support
- Support the communication team in the project management of existing digital products
- Report into Head of Communications

Your profile:

- Bachelor's degree and relevant experience as a digital product manager or product owner or equivalent
- Experience creating user centric products that streamline workflows, user management, and database handling, including experience working closely with (outsourced) product designers, UX designers, and engineers
- Experience building and tracking product metrics, writing product requirements and scoping documents, and managing software products from ideation to launch
- Ability to understand, prototype, validate, and build software products along the entire product lifecycle processes, including product research, planning, positioning, roadmap development, requirements development, and launch
- Proven record of successfully building and launching great products
- Passionate about knowledge-sharing and the problems we are solving



- Knowledge of databases and experience in Open Source software development is a plus
- Passion for the digital media art world is a plus
- Creative problem solver with the ability to identify real obstacles and viable solutions
- Deep understanding of IT Operations, including a solid understanding of revenue and expense business processes and accounting flows, change management fundamentals and user account management across the application, database and OS tiers across various financial applications and technology stacks

Formal

This is a part time (32h/week) position starting immediately, with a fixed-term contract for 6 months after the starting date. This position is established within the framework of a funding programme for digitalisation, which might require an increase of the weekly working time to 40h. We offer a monthly salary of 2250€ gross (32h/week).

We embrace diversity and equality, and particularly welcome applications from people with experiences of discrimination and from marginalised perspectives. Recognised severely disabled persons or persons with disabilities of equal status will be given preferential consideration in cases of equal suitability.

Please send your application (cover letter, CV without photo, references) by August 21 latest via email only (compiled in one PDF file, max. 5 MB) to

bewerbung@transmediale.de

We encourage you to submit your application as soon as possible. Interviews will be held continuously after publication of this ad.

We are looking forward to your applications and to getting to know you.

The personal data submitted in the course of the application will only be used to process the application for the advertised position. If we are unable to consider your application for the advertised position, we will delete your data after six months at the latest.