

transmediale e.V. and CTM Festival are looking for an engaged person to work as:

## Vorspiel Community Manager

### About Vorspiel:

Vorspiel is a city-wide initiative in Berlin supported by transmediale and CTM Festival, spotlighting the breadth and vibrancy of Berlin's independent art and sound communities. Since its start in 2011 (originally known as DAS Weekend), Vorspiel has united well over 120 project spaces, galleries, and cultural actors each year in a collaborative program of exhibitions, performances, installations, and talks. Held in the weeks leading up and into the two festivals (usually between mid-January and early February), it offers a platform for creative exchange across themes of art, technology, politics & experimental music.

We are looking for a Freelance Community Manager to support the coordination and communication of the Vorspiel program of 2026, networking independent cultural spaces throughout Berlin with the audiences of transmediale and CTM Festivals. The role spans community outreach, open call management, onboarding of participants, and social media moderation, acting as a connective point between spaces, festivals, and the organizing committee.

This is a freelance, remote position expected to take place between mid-October 2025 and early February 2026. The workload is estimated at approximately 20 working days over the duration of the project, to be scheduled in coordination with the project team. The available freelance budget for this role is up to 4,000€ (gross), to be invoiced in accordance with the agreed scope and actual days worked.

Your tasks will include:

- Coordinating the open call process and community outreach (via social media, mailing lists, and partner channels, with support of both festival teams)
- Reviewing applications, checking eligibility, and liaising with the selection committee in case of uncertainty
- Supporting the onboarding of selected spaces to the project website and social media channels
- Overseeing social media presence, including monitoring for potential violations of the project's code of conduct
- Acting as a liaison between participating spaces, transmediale, and CTM, and the organizing committee
- Optionally, coordinating with the opening event venue

About you: We are looking for someone who:

- Has experience in community coordination, cultural programming, or festival organization
- Communicates fluently in English (German is a plus but not required)
- Is confident working remotely and independently, while maintaining collaborative communication
- Is comfortable with tools like social media platforms, collaborative docs, and email outreach
- Has an awareness of community care and inclusivity in public-facing work
- Brings familiarity with the dynamics of grassroots or self-organized spaces and networks
- has awareness/knowledge of Berlin's independent cultural scene

Administrative details:

- This is a freelance, remote role, preferably based in Berlin
- The project period is mid-October 2025 to early February 2026
- The budget is up to 4,000€ (gross) for approximately 20 days of work for the duration of the project
- Invoicing will be arranged according to the agreed-upon scope and schedule

Selection process:

This call is being shared publicly and circulated within the communities connected to the participating festivals. In addition, individuals may be directly invited to apply based on recommendations. The final selection will be made jointly by transmediale and CTM Festival.

To apply:

Please fill out our application form by the deadline:

<https://transmediale.fillout.com/vorspielcommunitymanager>

Deadline: August 23rd 2025 (23:59)

We especially encourage applications from individuals with diverse backgrounds and lived experiences and from those underrepresented in cultural coordination and digital community roles.

Your data will only be processed for the purpose of this application. If not selected, it will be deleted no later than six months after submission.

We look forward to receiving your application as soon as possible. **Final application deadline is August 23rd 2025 (23:59).** If you are interested, please fill out the application form on our website:

<https://transmediale.fillout.com/vorspielcommunitymanager>