

Job-Posting

Ballhaus Ost is seeking a part-time employee (22 hours per week) for the **Production** department, starting **January 1, 2026**. We're looking for a curious and eager-to-learn person with a strong interest in the working and production methods of the independent performing arts, who enjoys communicating with colleagues, artists, and audiences as well as planning and organising events.

Your main **tasks** will include:

- Organisational support and supervision of artists working at Ballhaus Ost and of Ballhaus Ost's own productions
- Communication and information exchange between artists/productions and the respective departments of Ballhaus Ost (e.g. program, technical, press, and public relations)
- Coordination of ticketing
- Event planning and supervision (incl. evening shifts)
- Contribution to PR (web editing and maintenance of online event calendars)
- Rental coordination for rehearsal rooms
- Support in personnel planning, including duty scheduling and supervision of bar and Box-Office staff

In addition, you can participate collectively with the rest of the team in shaping the general direction and organisation of the theatre — for example, by helping to further develop our internal work and communication structures with artists and productions.

We are looking for the following skills & knowledge:

- Basic & versatile knowledge in areas such as event planning, production management in the independent performing arts, or cultural management
- Strong skills in communication, organisation, and interdisciplinary collaboration
- Interest in contemporary forms of theatre, especially in the independent performing arts
- Confident use of digital communication and collaboration tools (Nextcloud), Office software (email, calendar, text, spreadsheet tools), and Content Management Systems (WordPress – HTML and CSS knowledge are a plus)
- Team spirit
- Self-organisation, initiative, and flexibility
- Willingness to work evenings and weekends
- Good German and English skills (at least B2 level each)
- Appreciation and sensitivity in dealing with diversity

What we offer:

- A creative, open, and artistic work environment
- A small, passionate, and dedicated team that supports Ballhaus Ost and each other in solidarity
- Flexible working hours with home office options (including the necessary equipment) and understanding for the compatibility of care work & profession
- Opportunities for professional development support
- A salary based on the collective agreement for public service employees of the German states (TV-L), ranging between €1,800 and €2,000 per month

(depending on qualification) + annual bonus according to the collective agreement

We aim to reflect the diversity of Berlin's society within our team and to foster encounters between people with different backgrounds, interests, and perspectives. Therefore, we explicitly encourage FLINTA* individuals as well as people with experiences of discrimination to apply.

Applications from disabled folks will be given preference in cases of equal qualification. A short note in the application or an email to the address it would be appreciated.

The office workspace for this position is only accessible by stairs (20 Steps). However, we aim to find the best possible solution to accommodate individual needs — please feel encouraged to contact us to discuss options.

Please send your application (CV and short motivation letter) as a single PDF file **by 01.12.2025**, exclusively via email to **info@ballhausost.de**

Interviews will take place in December.

Unfortunately, we cannot reimburse any expenses incurred as part of the application process.

Contact for questions and further information:

Anne Brammen | Daniel Schrader | Ozi Ozar

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More information about Ballhaus Ost and our program can be found at:

www.ballhausost.de