



Call for a *Production Manager for large-scale music and performance event in Baku 2025-2026*

1. Client and Project:

The Goethe-Institut e.V. is the cultural institute of the Federal Republic of Germany with a global presence. We facilitate international cultural exchange, promote access to the German language and support culture and science. The Goethe-Institut Georgien, a branch of the Goethe-Institut e.V., is implementing cultural and educational programs in the Republic of Azerbaijan.

2. Subject of the Contract:

Within the framework of the projects the Goethe-Institut Georgien is seeking to recruit a Production manager to organize and planning of the production of the Goethe Center Baku's for large-scale music and performance event in Baku 2025-2026.

Main tasks include:

- Creating a production schedule
- Planning and organizing production
- Quality control and Quality standards
- Production control
- Setting and managing the production budget
- Develop, implement, and enforce policies
- Inventory management
- Enabling smooth production processes
- Managing production schedules and resource allocation
- Ensuring the visibility of project activities
- Communication and coordination of artists, partner institutions/venues and technical team
- Permissions and contracts
- Individual artists support during on site research visits

3. Framework Conditions:

The services must be provided within up to 80 working days during the period from April - December 2025, and 80 working days during the period from January - June 2026.

The remuneration shall be settled based on presented invoice including time sheets after the services have been rendered and approved. The daily rate is 125 EUR gross (incl. taxes and other applicable payments).

4. Requirements

We are seeking a key expert with the following qualifications, skills and experiences to be evaluated based upon the submitted documents as required below:

Eligibility criteria:

- University degree (Master preferred) in arts, management or equivalent

www.goethe.de

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.



- English and Azerbaijani
- Country of Residence (Republic of Azerbaijan)
- Legal status (private person or legal entity (individual entrepreneur only))

The production manager will be selected based on the following evaluation criteria and weighting:

- Responding letter to this call stating motivation (30%)
- References (20%)
- Professional experience (50%):
 - At least four years of proven professional experience in production management
 - Proven professional experience in the management of cultural projects
 - Proven professional experience in communication with administrations such as ministries, city councils or embassies
 - Proven experience in working with the cultural sector in the Republic of Azerbaijan

The production manager must be independent and free from any conflicts of interest in carrying out these responsibilities.

Experts wishing to respond to this call, should do so by sending the following documents in English/with English translation or in German:

- Responding letter to this call stating motivation
- CV including track records
- Relevant degrees and work certificates/recommendation letters

Please send all in ONE PDF and enclose your contact information (incl. physical address and phone number) and a professional reference per email to ausschreibung-tbilissi@goethe.de, referring to “*for large-scale music and performance event in Baku 2025-2026*” in the email’s subject.

Deadline for submission is 10.03.2025, 12 pm (Tbilisi time).

www.goethe.de

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.