

Poetics of Resistance

Call for Bookkeeper

Project duration: January 2026-December 2027 (8-12h/month)

Location: Berlin for meetings and event periods; ongoing remote work possible

Application deadline: 14.12.2027

Poetics of Resistance is an emerging discursive and artistic sphere for practices that intervene quietly yet incisively in the fabric of everyday life. It invites practitioners who believe in subtle disruptions, shared agency, and imaginative counter-practices. Join a programme that forges new spaces of possibility – out in the neighbourhood, within a self-organized cultural space, and through ongoing discussion formats.

Poetics of Resistance is a programme series that will take place between 2026 and 2027.

Hosted at [Make-up e.V.](#), the programme includes a reading group, summer school, and an exhibition, besides talks with guests and performances.

We are looking for a bookkeeper to manage the finance of the programming series throughout both years. The bookkeeper will take care of invoicing and contracts, reimbursements, and financial reports to grantmakers, besides monitoring expenses throughout the project.

Please send your CV emphasizing your experience and tell us you are interested in this project by the 10th of December. The bookkeeper will start work in January 2026. Find a complete job description and application guidelines below.

Key Responsibilities

- General bookkeeping and financial monitoring throughout the project
- Honorärverträge (preparing and managing artist and contractor fee contracts)
- Verwendungsnachweis, Abrechnung (final reports for grantmakers)
- Kostenrückerstattung (processing expense reimbursements)
- Mittelabruf (managing calls for funds)
- Steuererklärung (e.V.) - preparation of tax return for the association (eingetragener Verein) running the project

Requirements

- Experience in bookkeeping, within the cultural sector
- Familiarity with German public funding procedures and reporting
- Experience handling multi-source budgets
- Ability to manage fluctuating workloads based on project phase and funding (10-16 hours/month)
- Reliability, transparency, and strong communication skills
- Fluency in German bureaucratic language and English

Compensation

- Fixed rate for 2 x 12-month periods (January 2026-February 2028)

How to Apply

- Please send your CV, a record of relevant professional experience, and a note on why you are interested in participating in the project to: info@poetics-of-resistance.net

We look forward to hearing from you!

