



LAS Art Foundation is a new type of arts organisation — one that looks deeply into our present and gives form to future imaginaries. We work with visionary artists, thinkers and institutions around the globe to develop ground-breaking projects and experiences. We investigate topics ranging from artificial intelligence and quantum computing to ecology and biotechnology — illuminating the intersections between art, science and technology.

Our programme comprises installations and performances, as well as educational programming, publications and research projects. Curiosity drives us to continually reimagine the role of an arts institution as one that shapes and evolves with our collective futures.

To support our team, we are looking for a

(Senior) HR Manager (m/f/d)

Berlin | min. 20h/week | earliest Start: November | Contract: limited

Your responsibilities

- Advising and supporting managers and staff on labour law issues
- Personnel administration & preparatory payroll accounting
- Management of the organisation-wide performance management process & moderation of staff appraisals
- Process optimisation (e.g. onboarding and offboarding)
- Personnel planning & recruiting
- Planning, implementation and evaluation of employee surveys
- Coordination of workshops and selection of external trainers
- Personnel controlling & reporting

You are a fit, if you

- have several years of operational HR experience & recruiting.
- are up-to-date regarding labour law.
- have worked with HR software, e.g. Personio and know how to optimize
- have expertise in Change and/or Transformation Management and know how to apply it in a fast changing environment.
- have knowledge in agile process management to train our management team.
- are experienced in digitalization and AI tools and processes.
- are based in Berlin (or willing to relocate).
- are fluent in German and English.

Our benefits

- Paid external training: We want you to never stop learning and pay for it once a year
- MacBook & iPhone as well as the software you need to do your work

We look forward to your application using [this application form](#). Please send a CV and a short letter of motivation.