

On Parasiting

Call for Bookkeeper

Project Duration: January 2026 - March 2027 (15 months), with possible extension

Location: Berlin based (especially throughout the programm weeks)

Brief Description of the project: [Link](#) to PDF of the project introduction

Please Apply until: 14.12.2027

About the Project

On Parasiting is a curatorial and artistic project involving both Germany-based and international artists. Funded by federal and state cultural institutions (such as Kunstfond Stiftung, IFA and Goe-the Institut) the project will unfold over the course of 2026 through a symposium, a decentralised residency program and an exhibition.

The scale of the project is currently dependent on the confirmation of additional funding. The job is based on a flat-rate fee model for the whole period. A core budget has been secured, however a larger funding confirmation is pending. Confirmation of this additional support would increase both the scope of the project and the workload (compensation will be adjusted accordingly). The workload will fluctuate throughout the whole period of execution of the project, with the main periods during public activations such as: setting up the structure (January/February 2026), Symposium (June 2026), Residency II (November/December 2026) and exhibition (February 2027).

Position Overview

- We are seeking an experienced bookkeeper to oversee the financial administration of the project.
- Timeline: Starting in January 2026, with setting up a structure, it mainly focuses on the intense periods of the project and the closing of the project. Workload about 15-20h/month.

Key Responsibilities

- General bookkeeping and financial monitoring throughout the project which expands over a budget of 40.000€ (or in case we get more budget 120.000€).
- Honorärverträge (preparing and managing artist and contractor fee contracts)
- Verwendungsnachweis-Abrechnung (final reports for funders)
- Kostenrückerstattung (processing expense reimbursements)
- Mittelabruf (managing fund disbursement requests)
- Steuererklärung (GbR) - preparation and coordination of tax documentation for the project's GbR
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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 scope and funding
- Reliability, transparency, and strong communication skills
- Fluency in German bureaucratic language and English
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Compensation

- Fixed rates for the 15-month period, around 8-16h month (January 2026 - March 2027)
- Fee adjustment possible depending on confirmation of additional funding, corresponding to the increase of the project and therefore workload

How to Apply

- Please send your CV and a record of relevant professional experience and why you are interes-