

**Vacancy Announcement: Arts & Health Specialist / Project Manager**

**Application deadline: 13.5.2026**

**Location: Hybrid and in Riga, Latvia**

**Fixed-term Employment contract under Latvian Labour Law: until 31.12.2028.**

**BACKGROUND**

The Northern Dimension Partnership on Culture (NDPC) is an international collaboration platform strengthening the role of art, culture and creative sectors in sustainable development. NDPC is a public partnership of 10 countries around the Baltic Sea with a secretariat in Riga, Latvia.

One important strand of NDPC's work focuses on arts and health, and on the role of culture in wellbeing. NDPC plays a key role in connecting cultural, health, research, and policy actors to facilitate forward the establishment of this field in NDPC member countries and Europe.

We are now seeking an **Arts & Health Specialist / Project Manager** to coordinate NDPC's engagement in its international initiatives in this field. The work starts as a part-time commitment, with a possibility to expand to a full-time workload depending on success of the work and future project fundings. A suitable candidate is a knowledgeable professional in the field of arts and health, able to combine strong thematic expertise with solid project management skills and demonstrating a clear and ongoing commitment to the specific sector of arts & health.

**MAIN RESPONSIBILITIES**

**1. Project management of NDPC's responsibilities within arts & health projects**

The specialist will lead NDPC's role as a project partner in two large scale European initiatives, including **1; CARE: Culture for Mental Health**; a project advancing arts-based approaches to mental health, and **2; The CultureAndHealth Platform**; a large scale initiative supporting artists working across culture, healthcare, and social sectors, coordinated by Culture Action Europe.

The specialist will be the first-hand liaison of NDPC to the project leads and their consortiums. These responsibilities include:

- Full management of NDPC led work packages, deliverables, reporting, and financial oversight;
- Taking part in consortia meetings and events and supporting the projects success with content specific expertise;
- Organising project-related onsite and online events, workshops, and peer-learning sessions hosted by the NDPC in alignment with the project workplans.

Since NDPC holds a key communication role in both arts & health projects, the specialist will work in close collaboration and collegium with the NDPC Communication Manager. The work entails:

- Providing strategic support, thematic guidance and insight on successful arts & health messaging and campaigning;
- Supporting the development of communication outputs, visibility plans, newsletters, and digital platforms;
- Ensuring consistency and quality in communication deliverables meeting the projects goals;
- Contributing to content development for the CARE and the CultureAndHealth Platform.

## **2. Strategic Development & Fundraising**

The specialist serves as NDPC's internal expert in all matters of arts & health, also beyond the aforementioned project scope. This entails working in collaboration with policy makers, researchers and experts and the arts & health practitioners providing expertise and insights by demand into policy discussions, leading workshops to practitioners or giving presentations etc.

In close collaboration with the Head of Secretariat, the role may evolve from project-based responsibilities to contributing to the strategic direction of NDPC's work. This requires strong analytical and strategic thinking to help refine NDPC's role and contribution to the arts & health sector ensuring strategic positioning and alignment with other NDPC strands, building new alliances and partnerships, and identifying new opportunities for impact.

The specialist takes an active role in identifying and developing new funding opportunities that support NDPC's capacity. This includes initiating and contributing to the preparation of EU-project funding calls and contributing to relevant partnerships and networks to ensure continuity. The ability to initiate project concepts and contribute to grant writing is a part of the work.

## **REQUIRED QUALIFICATIONS**

The recruited professional is able to independently drive forward NDPC's mission in arts & health, combining conceptual, analytical, and research-based approaches with the delivery of concrete outputs in line with project workplans. This role requires a diverse skill set: project reporting demands consistency and logical thinking, while strategic visioning calls for creative and future oriented thinking. Alongside subject-matter expertise, the role requires strong interpersonal skills, a proactive, positive and adaptable attitude and a good fit with the NDPC team.

## **Essentials**

- Legal right to work in Latvia;
- Experience working in / with one or several of the NDPC member countries (Denmark, Estonia, Finland, Germany, Iceland, Latvia, Lithuania, Norway, Poland or Sweden) and familiarity with the Baltic Sea Region;
- Higher education degree in a relevant field (cultural management, social sciences, cultural policies or other);
- At least 2 years of professional experience working with the specific topics of arts & health. Familiarity with current European initiatives, trends, and the overall domain;
- At least 2 years of professional experience in European collaborations;
- At least 2 years of experience collaborating with diversity of ecosystem stakeholders such as policy makers and public authorities, institutions and organisations, NGOs and practitioners;
- Minimum 1 year of professional experience in managing EU-funded projects (e.g., Creative Europe, Interreg, Horizon, Erasmus+ etc.);
- Positive track record in delivery of project outputs, production of events and/or communication outputs;
- Ability to work proactively and independently as part of a small team;
- Excellent command of professional English;
- Excellent collaboration and communication skills;
- Digital proficiency (Office 365, other collaborative platforms and AI tools).

### **Desirables**

- Demonstrated fundraising skills;
- Previous experiences in advocacy and communication.

### **WHAT WE OFFER**

NDPC offers a meaningful work context with high standards of expertise and commitment, a stable salary and attractive working conditions. We offer a hybrid working model where we strive for the best possible balance between home and office work. The selected specialist will be welcomed by an international, friendly, open-minded, and supportive small team who believes in work-life balance.

The NDPC is committed to diversity and inclusion and welcomes qualified candidates from all religious, ethnic, and social backgrounds.

We especially encourage applications from candidates based in all 10 NDPC member countries (Denmark, Estonia, Finland, Germany, Iceland, Latvia, Lithuania, Norway, Poland or Sweden).

### **Workload and Remuneration**

- The expected workload is 60% (3 days /24 hours a week, preferably Monday-Wednesday);
- Remuneration for 60% workload is €1800,00 gross;
- After 3-month probationary period a comprehensive health insurance;
- Annual paid vacation according to the NDPC guidelines and Latvian Labour law;
- Possibility for a full-time position can be assessed based on changes in the project needs and new projects;
- The contract start date will be agreed, with an expected start between August and September 2026;
- The contract end date is aligned with the project closure dates, however, the possibility for continuation may be assessed on needs basis of possible future projects.

### **Hybrid Work and Travel**

- The work is primarily remote, however, regular visits to the Secretariat office in Riga are expected approximately once every six weeks;
- In addition, the role includes travel to events and meetings in European cities in line with project workplans, approximately once or twice per quarter;
- Travel costs are covered by the Employer.

### **HOW TO APPLY**

The applicants are requested to share:

- **A motivation letter (max 1 page)**. You may also include the names of one or two referees, along with their organisation, their affiliation to you, and their contact details;
- **A CV or Professional Portfolio (max 5 pages)**, with introduction to relevant professional experiences, key competences and achievements, with pictures and/or links to relevant outputs as examples of your work;
- **A video introduction (max 5 min)**, introducing yourself and your understanding of the sphere of arts & health, its topical developments and the possibilities of NDPC advancing this field.

Both documents need to be submitted in PDF format. The video must be shared via a link (e.g. Vimeo, YouTube, Google Drive, or another platform). Ensuring that the link is accessible is the

sole responsibility of the applicant. Only application materials submitted in English will be considered.

The application must be submitted by the **13<sup>th</sup> of May 17.00 EET** to [info@ndpculture.org](mailto:info@ndpculture.org) with the subject line: *“Arts & Health Specialist / Project Manager”*. **Applications without both documents and video will not be considered.** Applications sent via other channels (such as LinkedIn) or to other email addresses will not be considered.

Shortlisted candidates may be requested to complete an online assignment (*free of charge*). A round of online interviews will be held 21-22 of May and a final round of interviews will be held 1-2 June, preferably onsite in Riga (*possible travel costs of applicants are at their own expense*).

Questions regarding the vacancy may be sent via email to the Head of Secretariat Krista Petäjäjärvi ([krista@ndpculture.org](mailto:krista@ndpculture.org)).