

# Vacancy PROGRAMME AND INNOVATION MANAGER



## ABOUT EIT CULTURE & CREATIVITY

EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centers and universities with the aim to tackle global challenges Europe faces, e.g. in Climate, Raw Materials, Urban Mobility or Manufacturing. For more please visit [www.eit.europa.eu](http://www.eit.europa.eu). The European Institute of Innovation and Technology (EIT) launched 2023 the building of the Innovation Community for the Cultural and Creative Sectors and Industries (CCSI), called EIT Culture & Creativity (EIT CC).

EIT Culture & Creativity's mission is to support growth, jobs and competitiveness in CCSI to compete on global markets through providing interventions to CCSI and sector-specific challenges in education, innovation and business creation and foster interdisciplinary and cross-sector collaboration. In this way, EIT Culture and Creativity unlocks the innovative potential of its fragmented ecosystem, contributing to Europe's triple transition and building a new understanding of competitive entrepreneurship. We will focus on the following priority areas, each having its unique challenges and a need for intervention while representing a significant share of the EU CCSI workforce and revenue: Architecture, Audiovisual, Cultural Heritage, Gaming and Fashion.

To represent the diversity of the CCSI stakeholders, from profit to non-for-profit organizations, EIT Culture & Creativity set up a two-strand governance under German law: A nonprofit association (EIT CCSI e.V.) and a Limited Company (EIT Culture & Creativity GmbH), both legally registered in Cologne.

EIT Culture and Creativity GmbH (EIT CC) is funded in the first years by grants of the EIT, while the EIT CCSI e.V. receives membership fees from its partners to provide, under German law tax exempt, services for the CCSI ecosystem. EIT Culture & Creativity aims to become financially sustainable and independent from public grants or membership fees over the course of 15 years. Starting from 2025, EIT CC will execute an investment portfolio approach holding equity in the start-ups and scale-ups that join its various Business Creation and Innovation programs. In the long term, EIT Culture and Creativity aims to be financially sustainable by the returns from these investments and equity, effectively acting as an impact investor.

For more please visit [www.eit-culture-creativity.eu](http://www.eit-culture-creativity.eu).

EIT Culture & Creativity now invites applications for the position of:

## PROGRAMME AND INNOVATION MANAGER

### 1 FULL-TIME POSITION AT EIT CULTURE & CREATIVITY

#### ABOUT THE POSITION

EIT Culture & Creativity is actively seeking a highly skilled and dynamic Programme and Innovation Manager. This role is pivotal to the success of our initiatives and programs, particularly in managing and advancing projects funded by the Innovation Department Calls and related activities. The desired start date for this position is September 2025.

The selected candidate will oversee EIT Culture & Creativity Innovation funded projects, engage with Calls development and strategic work, and ensure an effective alignment of funded projects to the EIT CC Strategic Agenda, Business Plan, as well as contributing to the development of new calls for proposals. The Programme and Innovation Manager will report to the Director of Innovation and will collaborate with various EIT CC teams and stakeholders.

## ABOUT THE TASK

As Programme and Innovation Manager your Tasks include:

- Reporting and administration of projects funded under the Innovation Calls
- Communicate regularly with the consortia of the supported projects
- Manage, launch, promote, and monitor Innovation Calls for proposals and direct awards, ensuring adherence to guidelines and standards
- Develop and oversee evaluation methods and documentation for proposals
- Day-to-day responsibilities for project monitoring and management
- Evaluation & Quality Assurance
- Coordinate and facilitate, in collaboration with PMO, evaluation panels, ensuring external evaluators adhere to evaluation processes and criteria
- Propose improvements in workplans to foster better results and impact
- Contribute to the elaboration of all the projects' related documents (performance and cost reports, workplan and budget amendments, KPIs etc.)
- Maintain and enhance quality assurance processes
- Monitor the administrative, legal, and financial implementation of EIT Culture & Creativity's Innovation activities
- Detect deviations and collaborate with beneficiaries and partners to mitigate risks and identify corrective actions
- Analyze data and manage information to support portfolio management and stakeholder communication
- Prepare detailed reports, statistics, and insights on annual activity results

## THE REQUIREMENTS

To be successful in your role, you must have

- **Education:** A master's degree or equivalent in Project Management, European Affairs, International Affairs, Business Administration, Public Administration, Arts and Cultural Management, Creative Industries, Innovation Management, or a related field.
- **Experience:** At least 5 years of experience in project/programme management, preferably within EIT or managing EU research and innovation grants (e.g., Horizon 2020, Horizon Europe, EIC Accelerator).
- **Technical Skills:** Proficiency in IT tools for data analysis, information management, and project management. Mastery of Excel/spreadsheets. Comprehensive understanding of call for proposal mechanisms and evaluation processes.
- **Communication Skills:** Excellent verbal and written communication skills in English. Knowledge of additional European languages is highly valued.
- **Interpersonal Skills:** Proven ability to build relationships and manage negotiations with internal teams and external stakeholders.
- **Organizational Skills:** Capability to manage multiple projects and tasks, ensuring timely and successful delivery.
- **Commitment to EIT Culture & Creativity:** Passion for contributing to the growth of Europe's cultural and creative sectors and industries.

The following experience is seen as a plus:

- Certifications in project management and additional qualifications in education-related disciplines
- Experience in delivering innovative education and training initiatives in the cultural and creative sectors and industries
- Knowledge of EU policies, initiatives, and funding mechanisms related to education and culture
- Experience with EIT KICs, CCSI activities, AI/deep tech/online learning is a plus

#### WE OFFER

- A competitive salary with benefits (Salary band between 60.000 - 65.000 EUR, depending on your experience)
- Participation in building a company with ambition to contribute to the future of Europe
- Fast and flat processes, straight internal communication, low hierarchies, and freedom to operate
- An organization with a dynamic and friendly team at modern and well-located office facilities

#### LOCATION

This position is primarily remote, candidates must live in or are willing to move in one of our countries with entities (HQ or Co-Location Center, please see "[About us](#)"). Occasional on-site attendance required at the head office of the EIT Culture & Creativity (Cologne). Some travel availability to be expected.

#### PREFERRED STARTING DATE

The ideal starting date of the vacancy is the beginning of September or upon a separate agreement.

#### REPORTING

The Programme and Innovation Manager will report to the Director of Innovation of EIT Culture & Creativity.

#### DIVERSITY & INCLUSION

EIT Culture & Creativity aspires to be an equitable and inclusive community. We nurture an open culture, where everyone is supported to fulfil their potential. We see the inclusivity of talent as the basis of our success, and the diversity of perspectives and people as a highly valued outcome. EIT Culture & Creativity provides equal opportunities to all employees and applicants regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, functional impairment, citizenship, or any other aspect which makes them unique. We look forward to welcoming you to our community.

#### SELECTION PROCESS

A Selection Committee of experts will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential for avoiding conflicts of interest. Shortlisted candidates are invited to virtual interviews in the first round and to a personal interview in the next round at EIT Culture & Creativity CLC-South with the Selection Committee. Candidates may be asked to provide proof of qualifications, background, skills, and experience by providing relevant documents. Candidates can be also invited for interviews on other now or formerly open job vacancies of the EIT Culture & Creativity.

#### PRIVACY NOTE

Data protection is secured according to the European General Data Protection Regulation GDPR (Directive 95/46/EC). The applications will be stored by EIT Culture & Creativity in charge of this hiring service and will only be shared with individuals involved in the selection process.

#### APPLICATION PROCESS AND ADDITIONAL INFORMATION

A complete application should consist of:

- Europass Curriculum Vitae, Europass CV <https://europass.europa.eu/en/create-europass-cv>.
- A motivation letter describing briefly how you meet the criteria outlined and your vision for the role (no longer than 2 DIN-A4 pages).

Please apply here: [PROGRAMME AND INNOVATION MANAGER](#)

**Important:** The application should be written in English. Only complete applications will be evaluated (full curriculum vitae and motivation letter, in two separate files).

The job vacancy will be open until **24th July, 2025** at 18:00pm (CEST). For questions regarding the application process, please contact [hiring@eit-culture-creativity.eu](mailto:hiring@eit-culture-creativity.eu). If you would like to learn more about the EIT Culture & Creativity, visit [www.eit-culture-creativity.eu](http://www.eit-culture-creativity.eu).

**Take the lead in this exciting journey. Send us your application now!**

#### DISCLAIMER

The document, dated 1 July 2025, might be subject to change; all changes will be made visible in future versions.