

Disruption Network Lab · Berlin

Head of Administration & Operations

September 1 – December 19, 2025

28h/week on a freelance honorary basis

Possible extension in 2026



Tasks:

- Handling invoices and payments
- Spending and income monitoring
- Administration of contracts (team and external)
- Project budgeting in cooperation with the director and the project leaders
- Managing spending and reporting regulations in the context of public funding
- Writing the financial section of the annual reports for the funders (public and private foundations)
- Reporting to the Finanzamt
- Coordination with the accountant/bookkeeper

Profile and criteria:

- Consolidated work experience with administration in the cultural and/or non-profit sector
- Experience in working with EU projects and German public funds is a plus
- German skills: independent speaking and writing (for non-native speakers)
- Confident in communicating with funders, financial authorities and project speakers
- Presence in Berlin is required

What we offer:

- An international team of professionals with consolidated experience in the field of art, media culture, political activism and technology
- High-level experience in an international organization based in Berlin with a history of 11 years
- A desk in our office in Treptower Str. 23, Berlin Neukölln

Disruption Network Lab is an ongoing programme of events and research focused on the intersection of politics, technology and society. We are a Berlin-based non-profit organisation in Germany (Disruption Network Lab e. V.) that has since 2014 organised participatory, interdisciplinary, international events at the intersection of human rights and technology. Disruption Network Lab organises interdisciplinary conferences at the interface of scholarship and politics and local meetups throughout the year.

www.disruptionlab.org

Please send your motivation letter and CV (or questions) by the evening of **August 24** to jobs@disruptionlab.org