

We're looking for a Venue Coordinator

Institut for (X) is looking for a part-time coordinator (15 hrs/week) to organise the day-to-day life of A-Huset / Kulturtorvet.

Institut for (X) is looking for a part-time coordinator (15 hrs/week) to organize the day-to-day life of A-Huset / Kulturtorvet.

You'll be the one who:

- Handles external bookings start to finish — replies to inquiries, coordinates pricing, technical needs, practical details with the organizers and within the venue team, together with handling light bookkeeping
- Takes care of light "afvikling" on some event days — you don't need to be a technician, but it's preferred if you're comfortable with some light technical tasks and genuinely enjoy taking care of people and their events
- Helps fundraise for the venue when needed
- Speaks and writes both Danish and English comfortably

You might be a good fit if you:

- Are organized, don't let details slip and can handle many inquiries at the same time
- Like being the calm, reliable point of contact for renters and colleagues
- Have experience with events, venues, or hospitality
- Are curious about or already working within grassroots culture, nightlife, or the arts scene in Aarhus

Send us a motivational letter and your CV to booking@institutforx.dk by 10 th October.

Interviews are expected to be held on 15 th October.

If any questions about the job please contact booking@institutforx.dk write /QUESTION/ in the SUBJECT

Indrykningsdato

16.09.2026

Ansøgningsfrist

10.10.2026

Virksomhedsnavn

Institut for (X)

Lokation

Exners Plads 9, 8000 Aarhus C

Fagområde



Andre kunst- og kulturjobs

Angiv type af ansættelse

Deltid

Navn på kontaktperson

Maria Plazek

booking@institutforx.dk

** Due to limited resources we will reply only to chosen applicants