

# MINO is hiring: Business & Operations Lead

*Someone who thrives on structure, loves numbers, and knows how to get things done, while keeping people connected.*

## About MINO

MINO is a platform for artists, cultural professionals, and changemakers shaping new futures in the arts and society.

Our vision is rooted in regenerative practices, creating space for new ways of seeing, thinking, being, and doing that challenge dominant narratives and foster deeper connections to culture, community, and ecology.

Founded in 2021 by cultural entrepreneurs Ama Koranteng-Kumi and Tinne Langens, MINO has grown into a dynamic, independent organization, intentionally small, deeply rooted, and widely connected, bridging artistic development, community building, and cultural consultancy.

Through our MINO Lab residency, FAM mentoring program, and projects for clients such as Flanders DC, the Royal Museum of Fine Arts Antwerp (KMSKA), Rubenshuis, FOMU, and the European House for Culture in Brussels, we support emerging artists and cultural professionals while driving change across the sector.

Summer 2025 marks a new chapter for MINO: we've moved into our permanent home in the heart of Antwerp. A space that brings together our artspace, concept store, garden, and creative agency. From here, we're ready to deepen our impact and build a strong, sustainable foundation.

## Your role: Business & Operations Lead

To sustain and grow MINO's work, we're looking for a **Business & Operations Lead**, someone who can become the **executive engine** behind our daily operations and future ambitions.

We're not a typical organisation and this isn't just an administrative role. We're looking for someone who wants to **grow with us, a strategic, hands-on thinker** who's excited by both the creative and operational sides of an organization like ours. You'll work closely with the founders, taking ownership of MINO's internal operations, finances, and team processes, and bringing clarity, structure, and steady momentum to everything we do.

## What you'll do

You'll oversee MINO's day-to-day operations, coordinate programs and activities, and help develop a long-term strategy for sustainable revenue.

One day you might be running numbers and refining our budgets, the next you're aligning schedules across the residency, agency, and concept store, or supporting artists as they launch new projects.

This is a role for someone who loves organizing creative environments — and who's excited to be part of a mission-driven organization that's evolving and growing.

**You'll work with a small but dedicated team of freelancers and volunteers, and you'll become the person who connects the dots — between projects, people, and possibilities.**

## Key responsibilities

### Operations & organizational management

- Oversee MINO's yearly calendar — including residencies, exhibitions, agency projects, workshops, and events that bring together artists, cultural professionals, and changemakers.
- Manage daily operations in collaboration with freelancers and volunteers, ensuring our space remains an accessible, welcoming home base for diverse communities.
- Maintain and improve internal systems (shop, finances, administration, logistics) with a sense of care and practicality.
- Handle invoicing, payments, and accounting coordination.
- Support artists and community members through onboarding and practical guidance, always with respect for their different needs and backgrounds.
- Ensure the smooth, thoughtful daily functioning of our space in central Antwerp.

### Financial strategy & implementation

- Co-develop and implement a long-term financial strategy across MINO's activities (store, agency, events, partnerships, donors).
- Lead budget planning and financial monitoring with an eye for both sustainability and creative freedom.
- Drive fundraising, grant writing, and donor development, in collaboration with the founders.
- Track and report on project budgets and overall finances.
- Work with external partners and advisors on funding, compliance, and sustainable growth.

### Project & team coordination

- Align programs and projects across MINO's various program lines, while keeping space for experimentation and bold ideas.
- Manage internal timelines, task delegation, and project flow without losing sight of artistic integrity and community impact.
- Act as the main point of contact for the internal team, freelancers, and external collaborators — nurturing connections and supporting collaboration across disciplines.
- Foster a steady, thoughtful workflow within the team, balancing ambition with care.

## Who you are

- You have strong experience in operations, project management, and finance — preferably within a cultural, creative, or social-impact context.
- You're comfortable managing multiple projects and timelines — and you know how to balance focus with flexibility.
- You're proactive, independent, and hands-on — you take ownership, but also collaborate with ease.
- You bring calm, clarity, and thoughtful pacing to dynamic environments — knowing when to speed up and when to slow down for deeper impact.
- You're financially savvy and confident working with budgets, forecasts, and fundraising.
- You're a strong communicator and a natural connector — able to align people around shared goals.
- You're excited to grow with MINO and play a central role in shaping its future.

## What we offer

- A strategic, central role within a pioneering, values-driven organization that's unafraid to experiment, push boundaries, and reimagine what cultural work can be.
- The chance to grow with MINO — shaping not only your own role, but also the organization's next chapter.
- A part-time or freelance position (16–24 hours/week) with fair compensation, and flexibility in working hours.
- Daily collaboration with a bold, ambitious, and deeply committed team that believes in building meaningful change together.
- A vibrant, creative home base in the heart of Antwerp — and access to MINO's cross-border network of artists, cultural professionals, changemakers, and institutional partners across Belgium, the Netherlands, and internationally.

## Ready to apply?

Send your CV and a short motivation letter to [info@mino-antwerp.be](mailto:info@mino-antwerp.be) by 25th of August 2025. We'll keep the vacancy open for three weeks and plan first conversations in early September. Questions? Feel free to email us at or call 0031647407919 (Ama). We're excited to meet candidates who are ready to grow with MINO and help shape its next chapter.