



Production Officer

Full time position starting from March 2024

Job Description

About IETM

IETM – International network for contemporary performing arts is one of the oldest and largest international cultural networks, representing the voice of over 500 member organisations and individual professionals working in the contemporary performing arts worldwide. We create, organise and execute a large range of activities each year, for our members and the wider performing arts sector. These include small and large events all over the world, advocacy actions and campaigns, research and publications, training, and community engagement. In addition, we pioneer dialogues and initiate developments on the most pressing topics in our sector and society at large.

You can read more about IETM [here](#), and more about the governance and organisational structure [here](#).

IETM is committed to diversity, equality and inclusion within its team and encourages people from all backgrounds to apply, in particular those who identify with an underrepresented group in the cultural sector.

Role

The full-time Production Officer supports the Production Manager in planning and managing IETM's events which are held at various international locations, online and on occasion in Brussels, often in collaboration with local partners and organisers.

Currently, IETM organises four main types of events:

Plenary Meetings: Largest event of the year with +/- 500 participants and a substantial seminar programme consisting of keynotes, talks, workshops and a strong artistic programme.

Focus Meetings: Smaller format, +/- 200 participants, also held once a year. A two day collective network brainstorm derived from members' local realities, looking at specific issues to shape concrete strategies together.

Caravans: Intensive artistic field trips to experience the performing arts landscape of a specific city, region or country, +/- 30 participants

Webinars and online programmes: Diverse format, small or large-scale online events, including an annual policy event.

We are looking for a hands-on Production Officer with strong organisational and administrative skills.

Main Areas of Responsibility

Events Logistics

- Venue scouting, collection of practical information and access needs;
- Use and maintain planning systems to track project progress according to agreed priorities;
- Book travel and accommodation for speakers and team members, draft travel itineraries;
- Liaise between speakers and venues on technical and logistical requirements;
- Set up technical requirements such as captioning, stage manage live and online events.

Events Administration

- Draft contractual agreements, and invitation letters for guests to secure visas and funding;
- Monitor and update budgets, providing information on event expenditure and income;
- Record project expenditure on IETM's accounting system QuickBooks;
- Collect invoices and expense claims from speakers and other contributors.

Event Content Creation

- Support the Production Manager in developing the content of the event programme, including researching topics and speakers, in collaboration with local organisers.

Events Registrations

- Set up, manage and update event registrations and ticketing on IETM's customer relationship management software (CiviCRM);
- Produce events registration lists and reports;
- Answer enquiries and assist participants with events registration procedures, payment of registration fees, refunds.

Responsibilities shared with other Secretariat members

- Attending weekly team meetings;
- The Production Officer is a member of the IETM Green Team, contributing to the organisation's environmental policy and action plan, eg. by collecting data on travel emissions and implementing actions;
- Contribute to the evaluation of projects and events;
- Monitor the general IETM inbox and answer enquiries;
- Work as a member of the Secretariat team, engaging in cross-organisational collaborations, supporting and contributing to other team projects and programmes, offering perspectives on relevant topics to ensure the success of collective initiatives;
- Undertake other reasonable duties that may be determined by the Production Manager from time to time, if time permits.

Requirements

- A minimum of 1 year of work experience (internships included) in the cultural sector in similar positions;
- A bachelor's degree or an equivalent qualification in a relevant field;
- Able to use basic office software (e.g. Microsoft 365, Google Suite and Zoom) and have the confidence to learn other applications as required, eg. databases, accounting software;
- Fluency in spoken and written working English (knowledge of French, Dutch or other languages is a bonus) and ability to communicate effectively both in writing and in person;
- High level of attention to detail and administrative accuracy;
- Able to build and maintain excellent relationships with the team, external partners, members and participants;
- Able to work both independently and within a team;
- Demonstrated interest in the performing arts and the wider cultural sector;
- Experience working at a European or international level is a plus;
- Able to develop strategies in order to manage multiple demands on time and to prioritise in a busy environment;
- Commitment to inclusion, diversity, equity, access and sustainability.

What do we offer?

- This is a **full-time position** (38 hours per week) located in **Brussels, Belgium**. We offer a hybrid working model where we aim for a balance between home and office work. The IETM team meets regularly at the IETM office and weekly presence at the office is required. Due to renovation of our office space at the Kaaaitheater, IETM is

temporarily relocated at [Rue Gallait 78, 1030, Schaerbeek](#).

- The wage is based on the Flemish salary scales for the performing arts sector ([CAO PC304](#)) [Scale C+](#).
- The contract offered in the first instance is a fixed term contract of 3 months, starting in March 2024. If both parties agree, the contract will be renewed for 1 year, with the prospect of an unlimited contract.
- Other benefits include luncheon vouchers per day worked, per diems during IETM events and travel dates, a monthly contribution towards the use of public transport and a monthly compensation towards remote work.

The selected candidate is expected to work **Monday** through **Friday** (core working hours between **09:30 and 17:30**). They normally will not be asked to work longer than **38 hours per week**. Hours can be flexible to suit the employee – however, they will not normally start before **08:00** and will not continue after **19:30**. Weekend work is required in connection to IETM events and exceptional representation at external events. This is not expected to exceed six weekends per year and overtime will be compensated in time off.

There is a job appraisal once a year.

Recruitment process

To apply, please follow the steps below:

1. [Create your IETM account](#) or [log into](#) your existing one. Please note that IETM accounts must be approved before you will be able to log in. This process can take **up to two working days**.
2. Once you are [logged in](#), fill out the following [application form](#) on our website where you will be asked to upload your CV and cover letter in **PDF format**.

Deadline: 9 February 2024 at 17:00 CET

First interviews: Week of 12 February 2024 (online)

Second interviews: Week of 26 February 2024 (in person or online if unable to travel to Brussels)

Shortlisted candidates may be required to complete a small assignment.

For more information, please write to recruitment@ietm.org.