



Training and Project Coordinator

80% position starting from March 2024

Job Description

About IETM

IETM is one of the oldest and largest global cultural networks, young at heart and innovative in its strategies. IETM represents the voice of over 500 members who are performing arts organisations 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 across the globe, 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 societies 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 qualified professionals from all backgrounds to apply, in particular those who identify with an underrepresented group in the cultural sector.

Role

IETM is looking for a visionary and experienced Training and Project Coordinator to shape and manage IETM's training programmes and projects. Training programmes are offered to IETM members and other professionals on a regular basis, both online as well as at various global

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for contemporary
performing arts

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locations, often in collaboration with local organisations. The training topics are versatile but have in common the aim to empower performing arts professionals and enhance their capacity to work in the performing arts field. IETM takes part in various collaboration projects, often with other international and European networks and organisations. Aside from leading IETM's training programmes, the candidate will be the main coordinator of IETM activities in connection to those projects. The candidate will work with IETM's Secretary General in creating and shaping the programmes and projects, as well as work closely with other team members of the IETM Secretariat and the IETM membership.

Profile

We are looking for a knowledgeable coordinator with at least three years of experience in providing training opportunities in the non-profit sector, preferably for artistic and cultural organisations and professionals.

Knowledge of most current trends and topics IETM focuses on is strongly preferred (examples are: green transition, inclusion and fairness, innovation and more). Interest in IETM's priorities is a must.

The candidate will have the ability to think outside the box, develop a strong sense and vision for relevant training methods and topics for IETM's online and physical events and always work with a positive mindset.

Required qualifications and skills:

- Proven work experience as a Training and Projects Coordinator, Trainer, Training Facilitator or similar role;
- Proven work experience in coordinating projects which involve several team members and external stakeholders;
- Hands-on experience in coordinating multiple projects and events in different settings;
- Advanced organisational and planning skills with the ability to handle multiple assignments, with attention to detail and a high level of accuracy;
- Strong knowledge of web delivery tools and online platforms,
- Strong knowledge of training methods and techniques - including but not limited to peer-to-peer learnings, mentorship training online and on site group training;
- Proven ability to complete a full training cycle (research, create, assess needs, plan, recruit, develop, coordinate, monitor and evaluate);
- Fluency in both written and spoken English - knowledge of other languages is a bonus;
- Excellent presentation, communications and interpersonal skills with the ability to work both independently and as a team player in a multicultural environment;
- Based in Brussels, Belgium or able to relocate;
- Bachelor degree in a relevant field. A master's degree is a bonus.

Tasks and responsibilities

The primary responsibility of the Training and Project Coordinator is to develop IETM's training programmes and projects. IETM will be running several training programmes in the upcoming years, including a continuation of the IETM Green School in 2024. This is done under the supervision of the Secretary General, in collaboration with other IETM team members and on regular occasions in collaboration with other cultural networks as well as members of the IETM network.

This includes, but is not limited to:

- Prepare, manage and coordinate all the phases of IETM's training programmes. The selected candidate will lead the production, administration and communication tasks of IETM's training programmes, coordinating and collaborating with other team members;
- Desk research for topics, trends, angles and needs;
- Co-creation of programmes and projects with collaborators;
- Desk research and headhunting for trainers and contributors;
- Communication, contracting, briefing and follow-up with trainers, contributors and selected trainees;
- Planning, organising, managing and running of online and on site events and training sessions independently and/or in collaboration with the IETM production team, depending on the nature of the event;
- Coordinating the main public communications outputs regarding trainings and projects in collaboration with the IETM Communications Manager and the IETM Membership Manager;
- Follow up, admin encoding and reporting on training and project activities;
- Liaison with external stakeholders;
- Assisting the Secretary General representing IETM's training programmes and projects internally and externally.

Tasks shared with other Secretariat team members:

- Collaborating in team projects, engaging in cross-organisational collaborations, supporting and contributing to other team projects and programmes;
- Attending weekly team meetings;
- Contributing to updating the database;
- Knowledge sharing, staying informed on sector news, best practices and trends, maintaining an understanding of the evolving Performing Arts landscape;

Position within the organisation:

The IETM Secretary General is line manager to the Training and Project coordinator.

What do we offer?

The successful candidate can start from **March 2024**.

- This is an 80% **position** (30,4 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 Kaaitheater, IETM is temporarily relocated at [Rue Gallait 78, 1030, Schaerbeek](#).
- The contract offered in the first instance is a fixed term contract of 3 months. If both parties agree, the contract will be renewed for 1 year, with the prospect of an unlimited contract. The wage is fixed according to the Flemish salary scales for the performing arts sector ([CAO PC 304](#)) [Scale A](#). Lunch vouchers are given for days worked.

The selected candidate is expected to work - in a 80% capacity **Monday** through **Friday** (core working hours between **09:30 and 17:30**). 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 might be required in connection to events. This is not expected to exceed six weekends per year and overtime will be compensated in time off.

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 interview: Week of 19 February 2024 (in person)

Selected candidates may be required to complete a small assignment. For more information, please write to recruitment@ietm.org.