

# Perform Europe

## Project Assistant

**Part-time** contract of 31 months from 1 September 2023

### *Job Description*

#### About Perform Europe

Perform Europe is a funding scheme for the European performing arts sector, supporting sustainable, inclusive, balanced and innovative collaboration projects of partners across the 40 Creative Europe countries. Through an open call, Perform Europe will grant €2,1 million to a minimum of 35 successful partnership applicants. Particular attention will be given to projects which involve underrepresented areas or groups in the Creative Europe countries.

Read more about Perform Europe [here](#).

**Perform Europe is committed to diversity, equality and inclusion within its team, and encourages qualified professionals from all backgrounds to apply.**

#### 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 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 societies at large. IETM is one of the leading partners in the Perform Europe consortium, and will be the official employer of the Perform Europe team.

Perform Europe is co-managed by a Consortium of 6 organisations and co-funded by the Creative Europe programme of the European Union. More info on [performeurope.eu](http://performeurope.eu).

Perform  
Europe



International network  
for contemporary  
performing arts



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

## Role

Perform Europe is looking for a Project Assistant in a 50% position who will assist in the implementation of the project, including the preparation and execution of events and other activities.

**The Project Assistant will report to the Project Coordinator.**

## Profile

We are looking for a hands-on, tech-savvy person with strong organisational skills

### Requirements:

- Interest in culture, production and administration;
- Background in secretariat, production and/or administrative assistance;
- Knowledge of online collaboration tools, database management, Microsoft tools and Google Drive;
- Good written and spoken English; other language skills are an asset;
- Ability to multitask and pay attention to details;
- Confident with the use of technology;
- Enthusiastic and eager to learn.

## Tasks and responsibilities

- Assist in the preparation and execution of project activities and tasks;
- Carry out preparatory tasks assigned by the Project Coordinator such as contact lists, project time and task lines and organisational documents, and set up of meetings and schedules;
- Carry out administrative tasks assigned by the Project Coordinator such as drafting of contract templates, monitoring the delivery of signed documents, communication and follow up with signatures;
- Carry out production tasks assigned by the Project Coordinator throughout the different stages of the project.

## Recruitment process

Please send your CV and cover letter outlining your motivation for the role and relevant work experience to [info@performeurope.eu](mailto:info@performeurope.eu) with the subject line: **PERFORM EUROPE - Project Assistant**.

**Deadline:** 31 May 2023 at 23:59 CEST.

Interviews will take place in the **last two weeks of June**. Interviews will be conducted in person in Brussels or online, based on availability.

## What do we offer?

The successful candidate will start on **1 September 2023**.

- This is a **50% position** (19h 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 regular presence at the office is therefore required. Due to renovation of our office space at the KAAI theatre, IETM is temporarily relocated at [Rue Gallait 786, 1030, Schaerbeek](#).
- The wage is based on the Flemish salary scales for the performing arts sector (CAO PC 304) [Scale C](#).
- The contract offered has a duration of **31 months**.
- Luncheon vouchers (7 euros per weekday worked) and a monthly contribution towards use of public transportation.
- The working hours and days of the selected candidate will be set based on an agreement. , based on core working hours are between **09:30** and 17:30. T 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 not required. Overtime will be compensated in time off.

For more information, please contact Ása Richardsdóttir at [asa.richardsdottir@ietm.org](mailto:asa.richardsdottir@ietm.org)

**To gain a deeper understanding of Perform Europe and its impact, we invite you to watch this short documentary produced last summer. The documentary is available [here](#).**

