

Perform Europe

Project Coordinator

Full-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 the lead partner 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.

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 full-time Project Coordinator, who will execute and support its project implementation.

The Project Coordinator will report to the Perform Europe Consortium Chair, Ása Richardsdóttir.

Profile

We are looking for a hands-on and multi-skilled person with a positive attitude and a passion for the performing arts. The successful candidate will have a strategic approach to project management and a progressive outlook towards finding the best solutions.

Requirements:

- Minimum five years of experience in the performing arts or wider cultural sector at a European and/or international level. Direct experience in performing arts touring management is a vital asset;
- A bachelor degree in a relevant field. A master's degree is a bonus;
- Extensive experience in production, administration and coordination of artistic and/or cultural activities;
- Strong written and spoken English skills. Other languages are a plus;
- Ability to work independently and as a team player in a multicultural environment;
- Strong organisational and planning skills, strategic thinking and a practical approach to problem-solving;
- Ability to meet tight deadlines, shift between tasks and keep oversight on priorities;
- Excellent communication, interpersonal and networking skills;
- Experience in managing EU projects is desirable.

Tasks and responsibilities

The main responsibility of Project Coordinator will be to manage and ensure a day-to-day smooth and effective flow among the multiple tasks and stages of the project.

This includes, but is not limited to:

- Prepare, execute, support and follow-up on the implementation of key production, administration and communication tasks during all stages of the project, in collaboration with other team members and the Perform Europe consortium board;
- Liaison with external stakeholders at all stages of the project;
- Communicate with potential applicants and selected applicants;
- Communicate and work with external service providers;
- Prepare contracts together with the with Consortium Chair for selected applicants and monitor the deliverables;
- Coordinate communication with and among Consortium partners, elaborate and follow-up on implementation schedules;
- Coordinate the delivery of reports of Perform Europe to the European Union;
- Monitor updates and the development of Perform Europe's website and ensure timely delivery of all communication tasks;
- Assisting the Consortium Chair and other Consortium Partners in representing Perform Europe internally and externally;

Recruitment process

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

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 **full time position** (38h 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 78, 1030, Schaerbeek.

- The wage is based on the Flemish salary scales for the performing arts sector (CAO PC 304) [Scale A](#).
- The contract offered has a duration of 31 months.
- Luncheon vouchers (7 euros per day worked) and a monthly contribution towards use of public transportation.
- 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 not required except in case of exceptional deadlines or representation at events (no more than six weekends per year). Overtime will be compensated in time off.

For more information, please contact Ása Richardsdóttir at 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](#).