



Production Manager of IETM events

Full-time contract from 1 September 2023

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 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.

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 full-time Production Manager for its events which are held at various international locations, online and on occasion in Brussels, often in collaboration with local partners and organisers. The Production Manager coordinates IETM events with other team

International network
for contemporary
performing arts

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members of the IETM Secretariat and more broadly the IETM membership. The Production Manager is the main representative of the IETM Secretariat for the co-creation of the programme in relation to all events while ensuring a smooth and effective day-to-day flow of numerous tasks and stages involved in the creation of each event.

Currently, IETM organises five 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 member's 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.

Campus: IETM's Summer school for performing arts professionals starting to internationalise their practices

Profile

We are looking for a hands-on, experienced producer with strong organisational and analytical skills. The ideal candidate will have the ability to keep an overview of complex processes as well as attention to detail, a positive and resilient mindset and knowledge and interest for current and crucial developments in the performing arts.

The successful candidate will have a value oriented, strategic approach to project management and a progressive outlook towards finding best solutions.

Required qualifications and skills:

- Minimum five years of experience in the performing arts or wider cultural sector, preferably at an international level;
- Excellent production, administration and project management skills and experience in producing cultural events with the ability to prioritise and meet strict deadlines;
- Demonstrated expertise in travel coordination, technical management, contracting and team supervision;

- General knowledge of accounting, billing procedures and international taxation;
- A bachelor degree in a relevant field. A master's degree is desired but not required;
- Experience in live stage management and technical equipment (audio equipment, projectors, computers, livestream equipment, etc);
- Fluency in both written and spoken English - knowledge of other languages is a bonus;
- Excellent presentation, communication and interpersonal skills with the ability to work both independently and as a team player in a multicultural environment;
- Knowledge of Microsoft and Google tools, Zoom or online events platforms, accounting software, CRM systems and other digital tools;
- Experience in managing EU projects is a plus.

Tasks and responsibilities

The primary responsibility of the Production Manager is to plan, coordinate and oversee the successful execution of IETM events each year.

This includes, but is not limited to:

1. Project management: Planning and coordination of tasks including stakeholder management, producing a yearly timeline and project progress management and risk assessment in compliance with IETM guidelines;
2. Production administration: budget drafting and monitoring, contractor procurement, expenses tracking and financial reporting;
3. Events logistics: venue scouting, collection practical information, travel arrangements coordination and negotiation, ensuring seamless logistics and cost-effectiveness, technical management of live and online events, event staff management;
4. Programming: content and format development, managing schedules, recruiting speakers and facilitators, invitations and briefings, programme copywriting. Programme is co-created with co-production partners, IETM team members, speakers, facilitators and the IETM network at large.
5. Events registrations and accreditations: ticketing set-up and control, research and implementation of efficient registration tools and procedures, guest list management and volunteers briefing, on-site accreditation flow management.
6. Evaluation: conduct post-event evaluations, collect feedback from stakeholders and attendees, analyse data and generate comprehensive reports to improve on future event planning;
7. Events team management: fostering of transparent, regular and effective communication within the production team and the local organisers; workload management and distribution of tasks; oversee and support and line management of the Production Assistant (through regular department evaluations);

8. Subsidy and annual reporting: writing events evaluation reports in the frame of the grant application of the Creative Europe programme
9. Audit preparation in the framework of the implementation of the Shift Eco-Guidelines for networks: ensure eco-guidelines compliance, plan and oversee carbon footprint calculations of events,
10. The Production Manager is a member of the IETM Green Team.

Tasks shared with other Secretariat team members:

1. Collaborating on team projects: engaging in cross-organisational collaborations, supporting and contributing to other team projects and programmes, offering perspectives and expertise on relevant topics to ensure the success of collective initiatives;
2. Archiving and maintenance of Secretariat operations: maintaining planning systems and updating databases, recording income and expenditure, archiving administrative documents, contributing to the recruitment of new employees, if applicable;
3. Knowledge sharing and monitoring: staying informed of sector news, best practices and trends, maintaining an understanding of the evolving landscape to inform decision-making and optimise project outcomes;
4. Strategy implementation: compliance with IETM's strategy as defined by the IETM Board and the Secretary General; ensuring compliance of IETM's IDEA strategy and Environmental Policy in events operations; regularly updating events policies and guidelines, in compliance with IETM's values and missions.
5. Assists the Secretary General, along with other managers in the Secretariat, in representing IETM internally and externally.

Position within the organisation:

The Production Manager is line manager to the Production Assistant and works with all members of the IETM Secretariat team in the development and delivery of IETM events. The IETM Secretary General is line manager to the Production Manager.

Recruitment process

Please send your CV and cover letter outlining your motivation for the role and relevant work experience to recruitment@ietm.org with the subject line: **Application - Production Manager of IETM Events**

Deadline: 4 August 2023 at 23:59 CEST.

The first interviews will take place between **23 - 31 August 2023**. Interviews will be conducted in person in Brussels or online, subject to availability. A second round of interviews is anticipated along with a written assignment.

What do we offer?

The successful candidate can start as early as 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 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 wage is based on the Flemish salary scales for the performing arts sector ([CAO PC 304](#)) Scale A.
- The contract offered is a **permanent contract** with a **three month probation** at the start of the 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.

Bi-weekly team meetings are held with other members of the IETM Secretariat and there is a job appraisal once a year.

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