



International network for contemporary performing arts

To support the production of our events, we are looking for a motivated student to join our team as an Events Administration Intern, in Brussels, starting from the 1st of February 2019. The internship will last for 4-6 months, depending on the availability of the intern, 24 to 38 hours/week.

If you are proactive, eager to learn, and able to work collaboratively in a small and dynamic team, this opportunity might be for you.

About IETM

IETM is a network of over 450 performing arts organisations and individual members working in the contemporary performing arts worldwide. IETM advocates for the value of the arts and culture in a changing world and empowers performing arts professionals through access to international connections, knowledge and a dynamic forum for exchange.

IETM is committed to diversity, equity, and inclusion and welcomes applicants from all backgrounds.

Events Administration Intern JOB DESCRIPTION

Role

The Events Administration Intern's role is to support the smooth running of the preparation and closing of IETM events. The tasks will include:

Database & Events Registration duties

- Replying to queries regarding the registration procedure, both via email and by telephone
- Updating the database and activating accounts
- Checking the database for pending payments and irregularities
- Issuing invoices for event participants
- Keeping the database up to date
- Drafting invitation letters for participants and speakers
- Preparing mailing lists and specific emails via CRM system
- Preparing events participant lists

General administration & team support

- Drafting contracts of speakers & moderators
- Archiving administrative documents

- Following-up on pending supplier payments and invoicing
- Scanning and copying documents
- Assisting in drafting attendance and financial reports of past events

The Events Administration Intern will also undertake, from time to time, and if time permits, any other reasonable duties related to events management.

Requirements

- Eligibility for an internship in Belgium
- Background in secretariat, personal assistance or administration
- Knowledge of Microsoft Excel and Word (mail merge), iWork and Google Drive
- Notions of database management systems or interest in learning it
- Written and spoken English; French is an asset
- Ability to multitask and attention to details
- Autonomy and ability to learn fast

Context

The Events Administration Intern will be involved in the preparation of the following events:

- IETM Plenary Meeting Hull (28-31 March 2019)
- Satellite Meeting Milan (2-5 May 2018)
- IETM Campus Elefsina (23-30 June)

Accountability

The Events Administration Intern is accountable to the Production Officer and to the Events Manager.

Hours

The Events Administration Intern is expected to work 24 to 38 hours/week (to be determined jointly) for a period of 4 to 6 months. Hours can be flexible to suit the intern, however, they will be agreed with the Events team on weekly basis, in respect of the intern's availability and IETM's priorities.

Remuneration

Depending on circumstances, we offer a small internship allowance and cover intern's public transport costs.

Application

Please, send your curriculum vitae and cover letter, in English or French, with the subject line "Events Administration Intern" to recruitment@ietm.org before the 31st of December.