



Office assistant intern

Job description

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.

Role

The office assistant's role is to support the daily operations of the office. The tasks will include:

Database and administrative duties

- Replying to queries regarding the events registration procedure, both via email and by telephone
- Updating the database and activating accounts
- Checking the database for pending payments and irregularities
- Following-up on pending supplier payments and invoicing
- 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
- Drafting contracts of speakers & moderators
- Assisting in drafting attendance and financial reports of events

Team support

- Handling incoming calls, emails and other communications
- Opening, sorting and unsubscribing from incoming mail
- Updating paperwork, maintaining documents and word processing
- Maintaining supply inventory
- Maintaining office equipment as needed
- Aiding with visitors reception as needed
- Helping organise and maintain office common areas
- Performing general office clerk duties and errands

The office assistant will also undertake, from time to time, and if time permits, any other reasonable duties related to office management.

Requirements

- Being enrolled as a student and interested in culture, international relations, and administration
- 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
- Good written and spoken English; French is an asset
- Ability to multitask and attention to details
- Autonomy and ability to learn fast

Accountability

The office assistant is accountable to the Administrator, who is his/her/their Line Manager. The office assistant will work in close collaboration with his/her/their colleagues working in communication, financial management and production of events. Team briefings take place on a weekly basis.

Hours

The office assistant is expected to work 38 hours a week. Hours and working days can be flexible to suit the intern - however, will not start before 08:30 and will not continue after 19:30.

Remuneration

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

Application

Please, send your curriculum vitae and cover letter, in English or French, with the subject line "office assistant intern" to recruitment@ietm.org before 13 February.