



International network for contemporary performing arts

## Secretary General

### Job Description

*IETM - International network for contemporary performing arts - is a network of over 500 performing arts organisations and individual members working in the contemporary performing arts worldwide: theatre, dance, circus, interdisciplinary live art forms, new media.*

*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, equality and inclusion, and welcomes applicants from all backgrounds.**

### **Role**

The Secretary General is the driving force of the network. He/she is responsible for developing the vision and strategies of the network, defined together with the Board of Directors. He/she is in charge of their implementation, in order to ensure for IETM to be responsive, forward-looking, inclusive and relevant network for the contemporary performing arts in a global environment. He/she represents IETM externally, engages in advocacy and is in charge of the management of the organisation.

### **Accountability**

The Secretary General is accountable to IETM's Board of Directors.

Two Board members are delegated to take part in an annual appraisal of the Secretary General's work.

### **Main areas of responsibility**

- Vision and strategies of the network
- Conception and coordination of the different activities (meetings - plenaries, satellites, caravans; publications, Campus etc.) in collaboration with the IETM Secretariat team, members and external partners
- Management (human resources, finances, fundraising)
- Representation and advocacy

### *Governance:*

- To drive the development of IETM's vision and strategies, together with the Board of Directors;

- To ensure IETM's mission and goals are achieved;
- To supervise and coordinate the input of staff and members in the implementation of the network's programmes and activities;
- To ensure that all aspects of the Secretariat's work function efficiently and cost-effectively, and in accordance with relevant legal requirements, funders' conditions, and decisions of the Board and the General Assembly.

#### *Human Resources:*

- To manage all employed and freelance staff effectively, supervising them in the implementation of their tasks related to accountancy and financial management, project management, internal and external communication, follow-up of EU policies and advocacy, research, relations with members, premises management, fundraising and training;
- To recruit, supervise and annually evaluate staff members, and coordinate the involvement of interns.

#### *Finances:*

- To oversee the financial management of the network, in collaboration with the Administrator;
- To provide the Board with the financial information necessary for management decisions;
- To coordinate the fundraising activities of the IETM Secretariat team and the Board, in accordance with the agreed policy and programme objectives.

#### *Membership:*

- To oversee the management of the membership with the Membership Officer to safeguard an inclusive, diverse and geographically spread representation of the contemporary performing arts in Europe and the rest of the world;

#### *Representation:*

- To represent IETM externally - at meetings (including those with partner organisations), conferences, and consultations with policy-makers; to support members in advocating at the local/regional/national level and advocate at the European Union level.

To undertake any other reasonable duties that may be determined by the Board from time to time.

In respect of all of the above, the Secretary General reports back to the Board, Advisory Committee and members of IETM.

### **Organisation context**

Whilst IETM is one of the oldest and largest of Europe's cultural networks, it is young at heart and its membership, and is innovative in its strategies. The network connects around 500 professional organisations and individuals engaged in the contemporary performing arts from over 50 countries. Its Secretariat in Brussels ensures effective administration of the network, implements and coordinates its activities, in collaboration with its members and other partners.

Currently the Secretariat team is 6,8 Full-Time Equivalent and contains:

- Secretary General (100%)
- Administrator (60%)
- Project manager Meetings (100%)
- Project manager Research and Publications (60%)
- Production Officer (100%)
- Communication and Policy Manager (100%)
- Communication Officer (100%)
- Membership Officer (60%)

Trainees are present from time to time.

Annual budget (2017): € 724 000

**Position**

This is a full-time position based in Brussels office, with a fixed contract of five years that might be extended for a second term. The wage is fixed according to the Scale A of the Flemish salary scales for the performing arts sector (CAO PC 304). Luncheon vouchers are given for days worked.

The Secretary General is expected to settle in Brussels, be aware of the necessity of periodic weekend work, and be available for frequent international travels.