



## **International house of literature Passa Porta is looking for a director**

The international house of literature Passa Porta in Brussels brings contemporary literature to a wide and interested audience (through public events, mediation, the festival, etc.), supports the literature of tomorrow (through residencies, co-writing, writing and translation assignments, etc.) and builds bridges between languages and cultures. Passa Porta consists of two non-profit organizations, Passa Porta NL and Passa Porta FR. The job description below covers the work of the house as a whole as well as the biennial Passa Porta Festival. Passa Porta is celebrating its 20th anniversary in 2024. It is a financially healthy organization and a stimulating project.

**Working closely with the board, the (French-language) operational director and the team, you will set out Passa Porta's strategic vision and translate it into a solid and relevant project which you will implement together with a motivated, multilingual team.**

### **Your missions**

- Together with the team and often in collaboration with external partners, you carry out a solid, challenging, high-quality programme, bringing the world to Passa Porta and Passa Porta to the world
- You give a face to the artistic operation, together with the programme makers and based on contacts and consultation with the artistic-literary sector and other relevant players at home and abroad
- You implement the objectives of the current policy plan and further develop the long-term vision
- You coach, lead and inspire the Passa Porta team. You work collegially with the team, and in close cooperation with the operational director who, among other things, coordinates the festival
- You have final responsibility for organizational aspects: finances; human resources; communication, marketing and promotion; infrastructure and logistics management

- You represent Passa Porta with regard to stakeholders such as governments, the press, fellow organizations, the literary sector and the wider society
- You develop contacts with the relevant authorities (Flanders Literature, Flemish Community Commission, Flemish Community, Wallonia-Brussels Federation, City of Brussels, Brussels-Capital Region, French Community Commission, etc.)
- You are responsible for the functioning of the organization: the functioning of both Passa Porta NL & Passa Porta FR and the joint as well as separate activities organized under the name Passa Porta and Passa Porta Festival. You work constructively with Passa Porta Bookshop
- Working in close collaboration with the Administrative Bodies and the General Assemblies of both non-profit organizations, you develop a sustainable, long-term policy in terms of content. You give substance and shape to the policies developed together with the Administrative Body. You report to the Administrative Body and the General Assembly

### **Your profile**

- You are passionate about literature, contemporary social issues and the cultural sector, and have extensive, relevant experience in this field
- You combine a thorough knowledge of the literary sector with a strong artistic vision that you can translate into an attractive artistic project, with room for input from your colleagues
- You can demonstrate through your work or other experiences that you have excellent organizational skills and can motivate and grow an experienced team
- You have insight into and experience with an organization's business policy
- You believe in the power of cooperation between languages and cultures, enjoy working with people and can consult and communicate clearly and efficiently
- You have an excellent command of Dutch and can communicate fluently in French and English
- Flexible working hours, weekend and evening work do not put you off
- You feel at home in Brussels and have a solid network there

### **Our offer**

- a full-time or 90% open-ended contract
- remuneration according to the 'culture spread' scale of Joint Committee 329.01, supplemented with extra benefits
- cooperation with a small group of motivated colleagues and an inspiring working environment in the heart of Brussels

### **How to apply**

We would like you to tell us why you are the person we are looking for. Use your CV to let us know what experience you have, and clarify your vision for the house of literature and the mission in a cover letter. Please address these documents to Jesse Dambre at [jesse@buildingpeople.be](mailto:jesse@buildingpeople.be). Your application will be handled confidentially.

### **Deadline: 14 April 2024**

**Selection:** The recruitment and selection procedure will be supervised by the Building People agency. If selected, a first orientation interview will take place in the week of 22 April 2024 in Brussels. A limited number of candidates will then be invited for a second interview and assessment.

More info on the house of literature can be found at [www.passaporta.be](http://www.passaporta.be)

**Recruitment policy:** Passa Porta sees diversity within the team as an added value; this is also how we look at Brussels. Candidates are selected on the basis of their qualities and skills, regardless of gender, orientation, origin, religion, age or disability. It is an asset if you add something to the diversity of the current team.