

international conference production manager at Passa Porta Festival (50%)

The international house of literature Passa Porta is a unique, multilingual meeting and working place in the heart of Brussels for anyone and everyone curious about ideas, texts and stories. It is where readers meet their favourite writers from Belgium and abroad and where they discover new talents. Passa Porta offers an exciting literary programme, with many literary projects that we organise with different partners, it is where authors and translators have access to a stage or a workspace. And every two years the Passa Porta Festival celebrates Brussels as a city of literature with the arrival of hundreds of writers and artists from around the world.

The next edition of the Passa Porta Festival (24-26 March 2023) will be preceded (22-24 March 2023) by the conference of the International Cities of Refuge Network (ICORN). This independent network gathers over 80 cities and regions worldwide that welcome and support writers who are at risk in their homeland. ICORN aims to defend democratic values, support freedom of speech and encourage international solidarity. During the ICORN conference in Brussels, 250 network members and writers will come together in the city for a three-day programme including meetings, discussions, workshops and literary events.

Passa Porta is looking for an enthusiastic production manager (x/f/m) to coordinate the ICORN Network Meeting.

What do you do?

In collaboration with all our partners, you are in charge of the planning, logistics and practical organisation of all the ICORN Network Meeting activities.

You make sure everything runs smoothly by coordinating with the Passa Porta team and external colleagues.

You are the go to person for all conference participants during their stay in the city and participation to the conference. You offer a transparent line of communication, clear commitments and a warm welcome to all participants.

Ahead of the event, you sort out technical, logistical and administrative aspects such as:

- planning, catering, travel (scripting a roadmap for all collaborators, both from Passa Porta and other partners,...)
- recordings, projections and other technical specifications (sound, lighting, gear, ...)
- security (crowd management, COVID health restrictions, ...) in collaboration with our partnering venues
- contracts and authorisations (students, volunteers, technicians, coproductions with partners, copyright licences, ...)

During the event, you make sure everything runs smoothly with your colleagues at Passa Porta and others (volunteers, technicians, artists, partners) and work in close collaboration with the festival general coordinator, the festival head of production, the head of programming for the ICORN Network Meeting and the different collaborating partners (ICORN secretariat, Théâtre National, Ville de Bruxelles, ...).

Who are you?

- You can prove that you are an excellent organiser, through professional experience or other.
- You are interested in literature, stories, cultural events and identify with the values defended by ICORN.
- You have excellent work ethics and high organisational skills.
- You are not afraid to get practically involved when necessary.
- You can work according to a flexible schedule, regularly on evenings and sometimes on weekends.
- You are a team player but are able to work autonomously.
- You have a good practical sense, are easy to talk to and can express yourself in Dutch, French and English.
- You work regularly in Word, Excel and Outlook, and could rapidly learn to use the planning software Yesplan.
- You are detail oriented in your planning but can handle stress when challenges occur and are able to remain results minded.
- You can work within deadlines and budgets.
- You have creative ideas and enjoy fulfilling them.
- You feel comfortable in the Brussels environment and already have a network.
- Your technical and digital skills are an asset.

We offer:

A 5 months part-time contract (50%) from November 2022 until the end of March (31 March 2023).

The opportunity to show and develop your talents and skills.

A salary according to the pc 329, with extra-legal advantages (public transport or cycling costs fully reimbursed).

Context: a highly motivated team in an inspiring work environment at the heart of Brussels.

How can you apply?

We would like you to tell us why you are the person we are looking for. Let us know about your skills and experience through an email, a video or any other support.

Please send it by email to office@passaporta.be or by mail to Kristien Thielemans, Passa Porta, A. Dansaertstreet 46, 1000 Brussels.

Deadline: 16 October 2022.

Selection: between the 20th and 28th October 2022 in Brussels.

Employment period : ideally from the 1st of November.

You will find additional information about the house of literature at www.passaporta.be.

Hiring policy: Diversity within the Passa Porta team is viewed as an added value. Candidates are selected on the basis of their qualities and skills, regardless of gender, sexual orientation, origin, religion, age or disability. It will therefore be an asset if you bring something more to the diversity of our team.