



## **Managing director International house of literature Passa Porta**

**You put together a solid programme of literary presentations, facilitate development opportunities for writers, and build bridges with the broad cultural sector. You determine Passa Porta's strategic vision. Working closely with the board of administrators, the executive director and the team, you set out the strategic vision of Passa Porta. As managing director, you bring the world to Passa Porta and Passa Porta to the world.**

### **Who we are**

*Passa Porta is the international house of literature in Brussels, a unique and multilingual working and meeting place for literary creators and readers. Passa Porta introduces a wide audience to Belgian and international writers, their ideas and stories. Passa Porta stands for an exciting literary programme, a range of literary projects we organize with partners, and a biennial literary city festival. Behind the scenes, we support literary talents, among others with an extensive residency programme. Passa Porta is celebrating its 20th anniversary in 2024. It is a financially healthy organization and a stimulating project.*

### **What you do**

1. You realize
  - Together with the team, you develop a challenging, high-quality programme with substance. You give a face to the artistic operation, together with the programme makers and on the basis of contacts and consultation with the artistic-literary sector and other relevant players at home and abroad.
  - You carry out the objectives of the current policy plan and further elaborate the long-term vision. Working closely with the boards of administrators and general assemblies of both non-profit organizations, you develop a sustainable, long-term policy in terms of content. You report to the board of administrators and the general assembly.
2. You represent
  - You are the face of Passa Porta with regard to stakeholders such as governments, the press, fellow organizations, the literary sector and the wider society.
  - Together with the executive director, 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 work constructively with the Passa Porta Bookshop.
3. You direct

- As managing director, you are at the head of two non-profit organizations, Passa Porta NL and Passa Porta FR. The position of managing director encompasses the work of the house as a whole, as well as the biennial Passa Porta Festival.
- You coach, lead and inspire the Passa Porta team. You work collegially with the team and in close collaboration with the executive director who, among other things, coordinates the festival.
- You are the person ultimately responsible for the organizational aspects: finances; personnel policy; communication, marketing and promotion; management of infrastructure and logistics; you are supported in this by the multidisciplinary team.

### **Who you are**

Stories are your thing.

- You have a passion for literature, contemporary social issues and the cultural sector, and you have extensive, relevant experience in the field. You integrate a thorough knowledge of the literary sector with a strong artistic vision while leaving plenty of room for input from your colleagues.
- You enjoy multilingualism. You have a good knowledge of Dutch and communicate fluently in French and English or are prepared to learn in the short term.

You have a broad outlook.

- You believe in the power of cooperation between languages and cultures, enjoy working with people, and can consult and communicate clearly and efficiently.
- You endorse diversity as an asset regardless of gender, orientation, origin, religion, age or disability and it is an asset if you add something to the diversity of the current team.
- You feel at home in Brussels and build a solid network here.

You work in a structured way.

- You have excellent organizational skills and can motivate and grow an experienced team.
- You understand the business policy of an organization.
- You have no objection to flexible working hours or to weekend and evening work.

### **What you get**

- 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 work environment in the heart of Brussels.

### **How to apply**

Tell us why you are the person we are looking for. Use your CV to let us know what experience you have, and explain your vision for the house of literature and the

mission in a cover letter. Please address both documents to [jesse@buildingpeople.be](mailto:jesse@buildingpeople.be). Your application will be treated confidentially.

**Deadline: 25 August 2024**

**Selection:** The recruitment and selection procedure will be supervised by Jesse Dambre | BuildingPeople. If you are chosen for a first exploratory discussion, it will take place on 3 September 2024 in Brussels. A limited number of candidates will then be invited for a second interview and an assessment.

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