

Love theatre and working internationally?

Passionate about developing the European Theatre Sector?

Then join us - we are hiring!
Project & Network Manager

Who we are:

Founded in 1988 by three theatres in France, Germany and Belgium, the European Theatre Convention (ETC) has become Europe's largest network for public theatres with over 60 members from 30 countries. As a recognised strategic partner of the European Commission, ETC provides an international programme for European theatres, that consists of artistic international collaboration, professional training and advocacy activities. We promote European theatre as a vital platform for dialogue, democracy and interaction that responds to, reflects and engages with today's diverse audiences and changing societies. With our work we pioneer European theatre that is sustainable, diverse and digital, increasing access to theatres in a post-covid world.

Creative engagement with our community and artistic development are as important to us as our international work we share, co-create, produce and present on our member theatres' stages, and the people, who are at the heart of everything we do. And whilst we are incredibly serious about what we do, we provide a relatively informal, warm and friendly environment.

Reporting directly to the Executive Director, the Project & Network Manager shall be responsible for the various elements of the job description listed below. The duties outlined are not exhaustive and the successful candidate will be expected to undertake additional duties as reasonably directed by the Executive Director.

Who are we looking for:

- We're seeking people who share our values and embrace our ambitions with the goal to create relevant theatre for today,
- With a strong interest and knowledge in theatre and the culture sector and related issues
- People, who are energised to engage with and bring to life our vision

Job Responsibilities:

- **Project Management**

- Project management of current and new ETC activities with responsibilities in project design, content production, organisation, implementation and finances, as well as communication, coordination & liaising with all project partners and ETC comm's team
- Preparation and handling of logistic arrangements of various online and on-site events (conferences, board meetings, project meetings, webinars, etc.), incl. participants management, and coordination with local hosting partners and guests
- Responsible to produce reporting of the above listed programmes and events, incl. all statutory and project activities for all stakeholders

- **Network Management**

- Coordination of the daily administrative work of the network secretariat, in close cooperation with Executive Director
- Implementation of stakeholder correspondences, in support of the Executive Director
- ETC Membership management, incl. maintenance of data base, onboarding of new members
- Responsible for funding and sponsoring activities (from application to reporting, from concept development to financial management), in particular EU grant applications and contracts related to ETC's work plan
- Responsible for financial administration and reporting; liaison with accountants, bank and other suppliers in relation to the above-mentioned activities.

Qualifications/Skills:

- Good organisational, planning, and coordination skills, with the ability to multi-task and re-prioritise as needed
- Desire to take full ownership of assigned projects and can work independently, is self-motivated and detail-minded
- Strong interpersonal skills and ability to build collaborative relationships at all levels
- Good verbal presentation, facilitation skills and ability to create positive group dynamics
- An analytical and strategic approach with a pro-active and positive attitude in problem solving;
- Fluent command of written and spoken English and German with a good writing style, French is a plus, additional European languages are an asset
- Very good digital literacy, strong IT skills (Office Pack - especially Excel, project management software – e.g. Basecamp, accounting software – ideally DATEV DUO)

Education and Experience Requirements:

- A university degree or equivalent in theatre studies, arts and cultural management, business or European studies; equivalent skills can also be recognised through proof of corresponding knowledge and experience
- At least 5 years' experience in project management in a European/international cultural environment, preferably within the performing arts; dramaturgical experience is a plus
- Sound knowledge and successful experience with EU funding and national/EU grant management
- An understanding of the European institutions
- Experience working in European affairs and/or with member associations.

We offer:

- The opportunity to be part of a small, inspiring and international team
- A full-time unlimited employment contract, flexible working hours, 40h per week
- A workspace with an office at the heart of Berlin, in one of Germany's major theatres, with home office regulation (2-3 days per week)
- A social package consisting of 30 days of paid annual leave, 50% of your monthly public transport card for Berlin, a retirement scheme, annual bonus
- Monthly gross salary: depending on level of experience ranging from 3.500-3.900 EUR
- Travels and meetings may take place during evenings and weekends
- **The position is to be filled by 8 January 2024**

Your application:

If you think this sounds like your ideal job – we want to hear from you! Please send your application (motivation letter, CV and references) by email with « Project and Network Manager » as subject to the attention of Ms Heidi Wiley to: convention@europeantheatre.eu

Deadline to apply: 22 October 2023

Interviews will take place either in person in Berlin or via conference call on 3 November 2023. We are not able to reimburse you for travel costs to the interview. Only shortlisted candidates will be contacted for an interview.

ETC is committed towards equality and greater diversity. We offer equal opportunities to all applicants, including people with disabilities, no matter their gender, sexual orientation, ethnic, social, religious or philosophical backgrounds.