



Pearle *- Live Performance Europe

Pearle* is looking for a parttime Admin & Membership Assistant to start in September 2022 (approx. 10-15 hours per week)

Created in 1991, **Pearle*** is the **European voice for the live performance sector**. Pearle* represents through its network of associations and organisations more than 10 000 theatres, theatre production companies, orchestras, operas, ballet and dance companies, circus and street theatre, festivals and other professional organisations in the music and performing arts sector. As an employers' and sector federation, Pearle* represents its members to the European and international institutions. Pearle* is closely involved in policy and regulatory affairs which may impact the daily functioning and management of a live performance organisation. As a membership organisation, Pearle* works for and on behalf of its members.

Pearle* is looking for a service-oriented and well-organised person to join our team in Brussels. Having a passion for music, performing arts and live performance is a plus.

Being part of a small international team, you will have a variation of tasks. A day at Pearle* is never the same. Working at Pearle* is exciting, as you will be able to valorise your skills and put them at the service of the members and into practice for the activities of the association. More concretely,

- You will ensure the office administration including managing contacts and databases, basic financial management (invoices, follow up payments), correspondence and sending of brochures, maintain files on online and offline sources, take care of reporting deadlines and statutory affairs
- You will support the preparation and execution of meetings, conferences and events. You are the right hand and problem solver at meetings organised by Pearle.
- You are at the service of the team and take up your role with a great feeling of responsibility, reporting on your work and acting in a flexible manner on urgent matters
- You love organising and having control over the running of external meetings, and manage contacts with the local organisers (in particular the members conferences).
- You enjoy working with, for and on behalf of the members: you respond to their questions on administrative or practical matters in connection with the network;
- You can circulate news via mailchimp or other digital means.
- You may also become involved in European projects, including organisation of events, dealing with the administration of the project related activities

YOUR PROFILE: you

- have minimum a bachelor diploma or master or can proof through relevant experience to have the right skills and competences for this function
- are a service-oriented person : you are always aware of the fact that you work for and on behalf of the members of the association and that you are part of a team
- are an enthusiast and extravert person, and can easily respond to new priorities
- are accurate in the work that you deliver and have great attention for detail
- are organised and can work against deadlines
- are someone the team can rely on, thanks to your continuous involvement and curiosity to help build the association's output
- have a very good level of (written) English (French if possible)
- you are a fast learner and adapt quickly to a new environment
- can start immediately

He/she will report on a daily basis to the Director of the Association.

Demonstration of experience working for a European association/network and (/or) in the cultural sector is an advantage that will be taken into consideration in the selection procedure.

The official office (work place) is based in 1000 Brussels, Sainctelette square 19, in combination with telework.

The schedule of the working hours will be discussed jointly with the Director upon the start of the contract.

Pearle* offers an exciting work environment within a small international team, with possibilities to further career prospects.

Candidates who are interested can also apply for and combine this position with the one of Communication & Project assistant. The combination of both concerns a parttime of approx. 24h/week. Please mention clearly in your application whether you apply for the position of Admin & membership only or whether you apply for both vacancies (incl. the position Communication & projects).

Salary scale according to PC 304, Cat C+ (including holiday money, end of year bonus, home-work travel). Extra-legal benefits: lunch vouchers.

Please send your motivation letter (max 1 page A4) and CV to the attention of Anita Debaere, Director info@pearle.eu by 30 August 2022
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