

Opera Europa is the European professional association for opera companies and festivals and brings together 233 opera companies from 44 countries. Its 5 main strands of work: networking & main conferences ; member services & specialist forums ; research & consultancy ; innovation & change ; advocacy. It services its members with consultancy, two annual thematic conferences, specialist forum meetings (peer-to-peer gatherings on Human Resources, Marketing & Communication, Technical & Production, Artistic Administration & Producing...), industry research and online databases.

Main initiatives coordinated by Opera Europa include the casting and production database www.operabook.org ; the free streaming platform supported by Creative Europe www.operavision.eu ; the Opera Management Course and the European Opera-directing Prize ; and World Opera Day.

See www.opera-europa.org for more information.

Opera Europa is hiring an Events & Special Projects Coordinator

The Events & Special Projects Coordinator will integrate Opera Europa's Membership & Services team and contribute to delivering Opera Europa services.

Main tasks will include:

- manage Opera Europa's main conferences (logistics, speakers, registrations, reporting)
- manage the Research & Intelligence centre, with benchmarking and surveys
- administrate partnerships and special projects (European projects including SHIFT, Next Stage...)
- coordinate Opera Europa's administrative forums (HR forum and Business & Finance forum) – planning with the steering group, registrations, coordination with host and event management

The Events & Special Projects Coordinator needs:

- An awareness and curiosity for the European opera landscape
- A structured and systematic approach to work, with excellent PR & communications skills
- A proactive attitude and drive, and interest in regular travel
- Ability to work to tight deadlines within a small team and manage multiple priorities
- Proficient with MS Office tools, databases, CMS (experience with Salesforce, Mailchimp, Drupal 9 is an advantage)
- Proficient working English with active knowledge of at least 2 other EU languages (basic French is a plus)

The Events & Special Projects Coordinator is a full-time position, either as a Belgian employee or free-lance worker. Opera Europa offices are based at La Monnaie/De Munt in Brussels, but on-site presence is only required part-time.

The position should be taken up by 26 August.

Please send your CV & cover letter to Audrey Jungers, General Manager, audrey@opera-europa.org by 13 May 2024.