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DEADLINE
25 JUN 2010

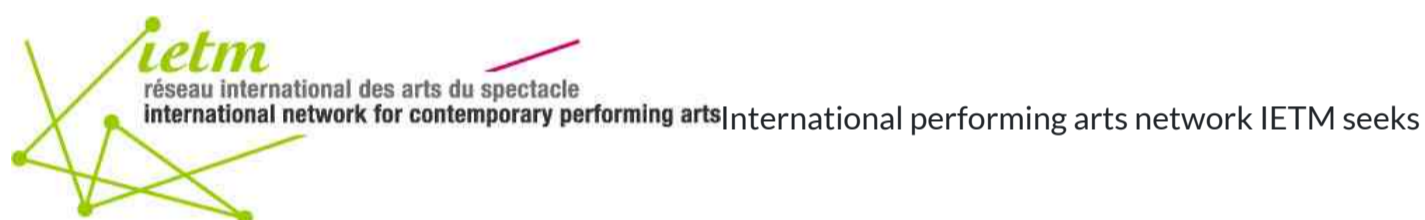
WEBSITE
[HTTP://WWW.IETM.ORG/](http://www.ietm.org/)

COUNTRY
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THEME
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Admin Assistant Job: IETM performing arts network



Administrative Assistant, to be based at the network Secretariat in Brussels.

IETM is seeking a person to join its team and perform administrative tasks of the network Secretariat.

The role of the Administrative Assistant is to **maintain effective administrative systems** as well as to **assist the IETM Secretariat in their development**.

In collaboration with the Head of Communication and Administration, the Administrative Assistant will work in the following areas: membership administration, basic bookkeeping, assistance in financial planning and reporting, personnel management, event administration, event organisation, premises management.

The Administrative Assistant will also participate in the development of the administrative tools that ensure efficient management of the network.

This post is very interesting for someone with **some cultural management experience and/or training**, who wishes to get **real experience** and to **master the basics of administration** for an international cultural organisation.

Languages: Excellent knowledge of **English, French and Dutch** is required.

IETM has been based in Brussels since 1989. It has a small, international **staff** of 5 full-time members and 1 - 3 trainees are present on occasion. The staff includes the Secretary General, the Meetings Coordinator, the Head of Communication and Administration, the Administrative Assistant and the Communication Assistant.

Personal qualities and experience: precision and attention to detail; willingness to learn; must be a communicative person; ability to work under pressure and remain patient; good sense of humour; ability to work as a part of a team; knowledge of and enthusiasm for contemporary performing arts on a European/international level; previous experience is not necessary.

IETM is looking for someone who can start in August/September 2010.

This is a post based in Brussels, although from time to time there will be limited travel.

For details of wages, contract and how to apply, see [website](#).

DEADLINE : 25 June 2010

Interviews will be held on **5 July 2010** in IETM's office.

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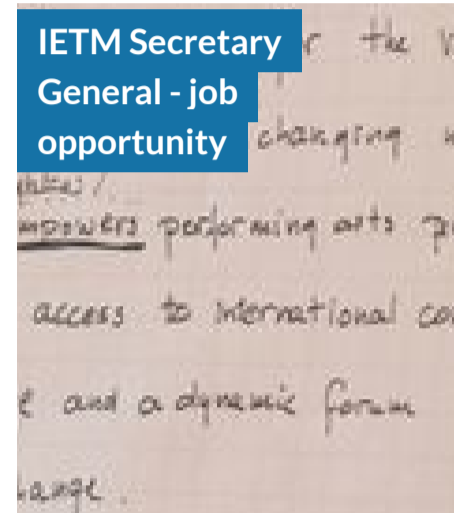
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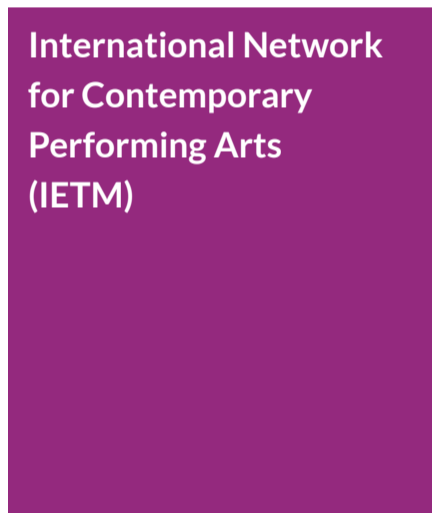
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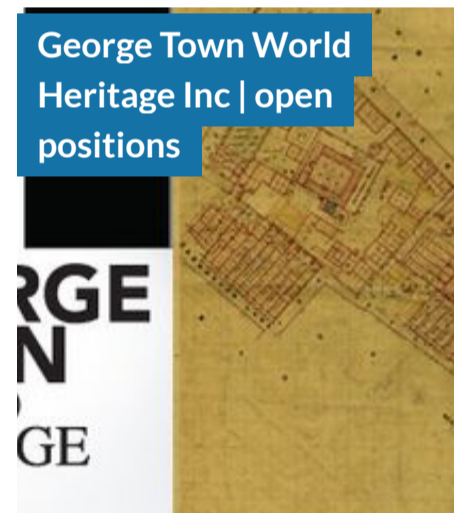
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International Network
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