

## Privacy Settings

We use cookies to optimize our website and our service.

- ☒ Functional
- ☒ Statistics
- ☒ Marketing

Save

Functional only

Accept all

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

COUNTRY  
[BELGIUM](#)

THEME  
[CULTURAL MANAGEMENT](#)

DISCIPLINE  
[PERFORMING ARTS](#)

## 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](#).

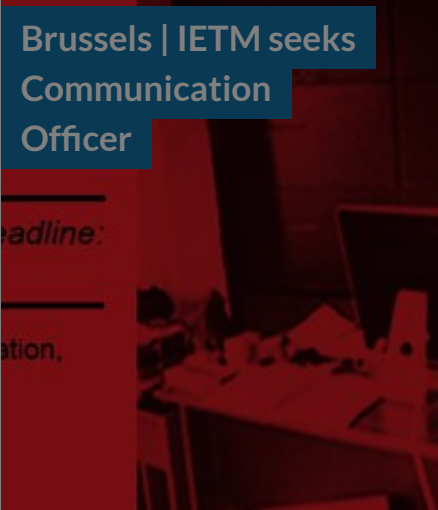
**DEADLINE : 25 June 2010**

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

## Similar content

POSTED ON  
04 NOV 2013

Brussels | IETM seeks  
Communication  
Officer



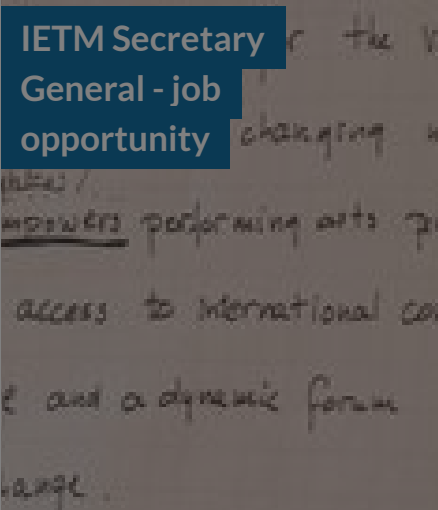
POSTED ON  
29 JUL 2018

IETM is recruiting a  
new Secretary General



POSTED ON  
07 MAR 2018

IETM Secretary  
General - job  
opportunity



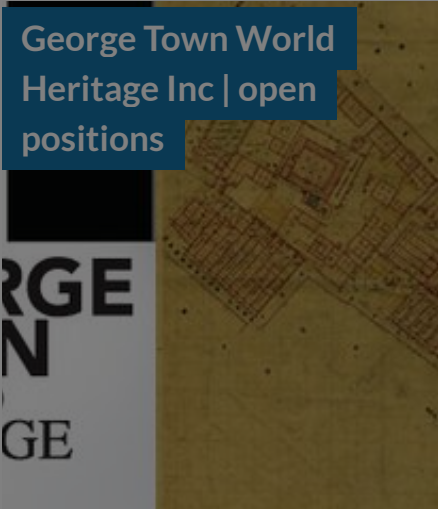
POSTED ON  
01 AUG 2019

Phnom Penh: Job  
opportunity - Country  
Director, Cambodian  
Living Arts



POSTED ON  
21 FEB 2012

George Town World  
Heritage Inc | open  
positions



POSTED ON  
01 JUL 2015

Asia Art Archive | jobs  
in Hong Kong & New  
Delhi



### [ABOUT ASEF CULTURE360](#)

[culture360.asef.org](#) brings Asia and Europe closer by providing information, facilitating dialogue and stimulating reflection on the arts and culture of the two regions.

[MORE ABOUT ASEF CULTURE360](#) | [FAQ](#)

