

## **Role profile, vacancy: Network Manager, European Concert Hall Organisation**

### **Context**

*The European Concert Hall Organisation (ECHO) is an active network bringing together many of the major concert halls in Europe in order to promote professional exchange, shared reflection and the initiation of joint initiatives.*

*We are recruiting a Network Manager for the central office of ECHO, working together with the dedicated teams of our member halls as well as artists, stakeholders, funders and policy makers in shaping the collaborative steps for the continued thriving and development of the ECHO network, on behalf of a collective community of halls dedicated to the artistic and social value of music.*

*Bring your own skills, experience and personality to supporting the next steps and development of the network, consisting of 22 of Europe's leading concert halls across 13 European Countries.*

### **Role accountabilities and responsibilities**

- To contribute to shaping, and to ensuring that the strategic vision and decisions of the ECHO General Assembly and Board of Directors, are effectively implemented.
- To programme, organise, and facilitate the meetings of ECHO's working groups for Heads of Artistic Programming, Heads of Marketing & Communications, and Heads of Education Learning & Participation, in addition to the biannual meetings of the CEOs of the ECHO member halls and additional Board steering committee meetings.
- To manage ECHO's current Creative Europe platform *Classical Futures Europe* (dedicated to supporting international emerging talent in Europe), and to lead on conceptualising, applying and then the delivery and reporting of future external funding and funded activities, whether from the EU or other funding sources.
- To be responsible for the overall shape and strategic direction of ECHO's Rising Stars series, including the nominations process, supervising staff working on the date planning of the series, co-commissioning new work, financial aspects, developing the professional development offer and an alumni offer.
- To lead on the development and delivery of collaborative projects emerging from the network's collaboration (including but not limited to artist professional development training, commissions and other artistic collaborations, streaming and digital collaborations, partnership seminars in cooperation with the members and external partners).
- To be responsible for the day to day running of ECHO's legal structure (a Belgian not for profit association) including budgetary and financial management of the ECHO office, in accordance with Belgian and EU funding standards, including reporting and external audits.
- To lead on ECHO partnerships, external relations and advocacy with key bodies within the Classical Music sector and beyond and to keep update and informed of key trends and relevant developments at policy, sector and societal level in Europe.

- To represent ECHO externally as well as being the central contact for all ECHO topics from within, and outside, of the network.
- To supervise freelancers (where appropriate)
- To continue to professionalise and drive ECHO's work as a network on behalf of its membership and to maintain and build on the sense of community and shared purpose within the membership.

### **Experience required**

#### **Essential**

- Higher education degree and / or equivalent professional experience in the cultural sector.
- demonstrable experience of working in an international or multistakeholder context, preferably a network, and of leading projects with diverse and remote teams in different organisations and / or countries
- Demonstrable knowledge of classical music as well as experience and contacts within the classical music industry
- Excellent organisational and financial management skills
- Excellent spoken and written communication skills
- Full professional fluency in English as well as one other EU language (with a preference for French, Dutch or German)

#### **Desirable**

- Experience and understanding of EU policy and funding in culture
- Experience of having led a project funded by the Creative Europe programme of the European Union
- Experience of managing a small scale organisation (preferably a non-profit organisation), including financial management, board relations, governance and auditing

### **Conditions**

Based in Brussels\* , office located within the offices of ECHO member BOZAR Brussels.

Brut salary of 4.100 EUR net per month ( 13.9 month salary) in addition to lunch vouchers and reimbursement of city travel card.

Duration: permanent (following a probation period of 6 months)

Reports directly to the President, Board of Directors and General Assembly

NB the role requires significant travel within Europe as well as occasional evening and weekend working.

*\*other locations where there is an ECHO member hall will be considered for the right candidate, subject to the agreement of hosting by the ECHO hall, indicative conditions above are for Brussels.*

**Recruitment timetable**

Deadline for application: Tuesday 1<sup>st</sup> June 2021, 23:59 Brussels time (CEST)

Announcement of shortlisted candidates: week commencing 7<sup>th</sup> June

First round Interviews: 14<sup>th</sup> and 15<sup>th</sup> June online

Second round interviews 21<sup>st</sup> June live / online TBC

Start date of post: August / September (with prior handover)