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## FOUR JOB VACANCIES

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As a leading institution for contemporary circus arts, Espace Catastrophe works on the development, organisation and promotion of circus disciplines, artists and companies. Our mission is multifaceted, built on a continued commitment to be collaborative, open to the world and to other disciplines, reflect current issues, and forge relationships between art, people and society. We structure and carry out our activities in five interconnected work areas: Creation, Production, Presentation, Performance and Editing. The UP! Circus festival in Brussels – the flagship event of Espace Catastrophe – is a biennial glimpse into this daily effervescence.

Espace Catastrophe has been labelled the 'Centre for Circus Arts' by the Wallonia-Brussels Federation, having signed a performing arts programme contract and a multiyear agreement in ongoing educational activities. Since 1996 the French Community Commission (COCOF) has been supporting the association, as has the Brussels-Capital Region via *Image de Bruxelles* and *Actiris*. The permanent team is made up of nine people (seven full-time and two part-time) and is led by Catherine Magis, who founded Espace Catastrophe in 1995, and Benoît Litt.

We now have the opportunity to launch new dynamics within our organisation and our team. The lockdown period allowed us to redefine the scope of a project that we have been continuously building on since 1995, that responds to the needs of artists and companies, brings us closer to the public, and always focuses on contemporary circus disciplines in a society undergoing huge changes.

In light of two scheduled departures, along with two other vacancies, we currently have **four job vacancies**:

- A PRODUCTION ADMINISTRATOR | Full-time
- A PERFORMANCE ADVISER | Full-time
- An EVENT COORDINATOR | Full-time
- A TRAINING ASSISTANT | Part-time (mostly evenings)

The job description for each position is provided below.

To apply:

Please send your résumé and cover letter to:  
Espace Catastrophe  
Centre International de Création des Arts du Cirque  
Benoît Litt / Administrative Director  
By e-mail only to [blitt@catastrophe.be](mailto:blitt@catastrophe.be)

- Please clearly state the position you are applying for in the subject line of your e-mail.
- We will not accept multiple applications: you may only apply for one position.
- For each position, the start date is expected to be at the end of August/beginning of September 2020.

# **PRODUCTION ADMINISTRATOR**

## **Full-time**

### **Duties**

- Support the production and development of performances: supporting project leaders in their duties, assisting in document preparation, developing schedules, researching funding partners (grants, co-productions) or similar.
- Support the presentation of shows: drawing up contracts for performance rights and additional services, drawing up show-related authorisation requests and declarations, invoicing organisers, and drawing up work contracts for artists and technicians working on productions.
- Legal analysis and preparation of contracts concerning activities carried out by Espace Catastrophe: agreements, co-production, co-directing or exchange contracts. Oversee signed agreements and close them at the end of their terms.
- Administrative and financial monitoring of European projects (Erasmus+, Creative Europe, etc.): project monitoring, budget monitoring, writing reports and supporting documents.
- Administrative and financial monitoring of grant files from public authorities and institutions: helping complete applications to request or renew grants, preparing supporting documents, writing activity and financial reports.
- Participate in funding plans for additional projects and explore funding options.
- You will report directly to the artistic and administrative management.

You hold a university degree or a higher education degree in economics, finance and/or law.

### **Profile and skills**

- You are organised, meticulous and dynamic, able to manage several projects at once, and able to prioritise. You are used to working with deadlines and under pressure.
- You enjoy having responsibility; you should be results-oriented and perseverant.
- You enjoy working collaboratively in a team, while also being able to work independently.
- You are able to determine the criteria needed to complete a project, prepare quotes and funding application documents, promote a project and negotiate with partners.
- You have knowledge of Belgian social legislation, intellectual property law and commercial law.
- You have good knowledge of the Belgian and European institutional landscape.
- You have excellent writing skills, including impeccable spelling.
- You are comfortable working with numbers and accounting tables.
- You speak and write French and English fluently, and have a good knowledge of Dutch.
- You are familiar with standard computer software and proficient in Excel. Collaborative software is part of your everyday life.
- Last but not least, you want to be part of a project that gives meaning to your daily life.

### **Comments**

- This vacancy is open to national and international applicants.

## **ESPACE CATASTROPHE**

**CENTRE INTERNATIONAL DE CREATION DES ARTS DU CIRQUE**

**Rue de la Glacière, 18 | 1060 Bruxelles | Tel +32 (0)2 538 12 02  
espace@catastrophe.be | www.catastrophe.be**

# **PERFORMANCE ADVISER**

## **Full-time**

### **Duties**

- Contribute to the development of the Espace Catastrophe Presentation department.
- Coordinate, manage and lead artistic teams: leading the presenting work by encouraging collaboration with companies, promoting best practices discussions between project leaders, encouraging the sharing of resources and skills (organise joint work sessions, delegating tasks, encouraging collaborative involvement, organising and leading inter-team meetings, etc.).
- Support the presentation of a selection of shows and ensure that they are performed in Belgium (Flanders and Wallonia) and internationally.
- Update, consolidate and expand the database of presenters and national and international venues.
- Negotiate with potential programme planners and receiving houses, verify the technical feasibility of shows at various venues, and optimise tour schedules.
- Send the Production Administrator the information needed for drawing up performance rights contracts.
- Send companies the information needed to develop roadmaps.
- Help promote the Presentation department and touring productions: managing website information, writing newsletters and personalised (multilingual) mailers, posting on social media, directory listings, and follow-up calls.
- Support projects during certain trips.
- You will report directly to the artistic and administrative management.

You hold a university degree or a higher education degree in engineering, management, culture management, performing arts or equivalent.

### **Profile and skills**

- With extensive general knowledge, you have strong artistic sensitivity. You are passionate, adventurous and creative.
- You enjoy working collaboratively in a team, while also being able to work independently.
- You have leadership skills, are comfortable speaking in front of a group, can organise and lead meetings, and enjoy supporting and motivating teams.
- You have relevant experience in the performing arts sector in Belgium or abroad. You are familiar with performance circuits and networks.
- You are able to determine and uphold the best criteria needed to put a show on tour, prepare quotes, promote an artistic project and negotiate with partners.
- You enjoy having responsibility; you are results-oriented and perseverant.
- You are organised, meticulous and dynamic, able to manage several projects at once, and able to prioritise. You are used to working with deadlines and under pressure.
- You have excellent writing and negotiation skills, including impeccable spelling.
- You speak and write French and English fluently, and have a good knowledge of Dutch.
- You are familiar with standard computer software and proficient in Excel. You are good with Photoshop or InDesign, and collaborative software is part of your everyday life.
- You are flexible and available for national and international travel.
- You must have a car driving licence.
- Last but not least, you want to be part of a project that gives meaning to your daily life.

### **Comments**

- This vacancy is open to national and international applicants.

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# **EVENT COORDINATOR**

**Full-time | Subsidised contract worker (ACS)**

## **Duties**

- Assist the management in implementing and organising programmed events throughout the seasons, either at Espace Catastrophe or with our partners (indoor shows, under a big top and in public areas; Festival UP!, Nuit du Cirque, professional days, mediation activities, etc.): preparing for the arrival of artists and companies, organising accommodation/meals, technical supervision of performance spaces, organising ticketing logistics, preparing and monitoring technical fit-ups, managing and coordinating teams on-site, etc.
- Create and organise activities for public beneficiaries of the association: resident artists, presenting companies, trainee or research artists, course/workshop participants, education team.
- Help implement and develop events that Espace Catastrophe is collaborating on or associated with: public and private events, internal and external, cultural and events-related.
- Update, consolidate and expand the database of resource persons (technicians, artists, external suppliers, other resources, casual workers and volunteers).
- Participate in promotional activities: managing website information, writing personalised invitations and mailers, communicating on social media, directory listings, follow-up calls, and managing bookings.
- You will report directly to the artistic and administrative management.

You hold a Bachelor's degree or equivalent and live in the Brussels-Capital Region.

## **Profile and skills**

- You enjoy working collaboratively in a team, while also being able to work independently.
- You enjoy having responsibility; you will be results-oriented and perseverant.
- You are organised, meticulous and dynamic, able to manage several projects at once, and able to prioritise. You are used to working with deadlines and under pressure.
- You are able to manage and carry out a project from start to finish. You are able to determine the criteria needed to organise an event, set budgets and ensure that the project stays within budget, assess safety and risk management, address the relevant technical and logistical aspects, promote the project and negotiate with partners.
- You have leadership skills, you are comfortable speaking in front of a group, you are able to organise and lead meetings, and enjoy supporting and motivating teams from various backgrounds, including casual workers and volunteers.
- You have proven experience in events or project management. You are familiar with responding to calls for tender and producing quotes.
- You have keen communication and negotiation skills; you are highly organised and have a passion for problem solving.
- You speak and write French and English fluently, and have a good knowledge of Dutch.
- You are familiar with standard computer software and are proficient in Excel. You are good with Photoshop or InDesign, and collaborative software is part of your everyday life.
- You are flexible and open to working varying hours, including evening events and some weekends.
- You must have a car driving licence.
- Last but not least, you want to be part of a project that gives meaning to your daily life.

## **Comments**

- Obligatory ACS conditions: you must be registered with Actiris as a jobseeker and live in the Brussels-Capital Region. Otherwise, we cannot consider you for this position.

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# **TRAINING ASSISTANT**

**Part-time (mostly evenings) | Subsidised contract worker (ACS)**

## **Duties**

- Act as secretariat for the Espace Catastrophe training department: guiding and supporting participants in choosing their programme (by phone, e-mail, or in person), monitoring registrations, welcoming participants during courses and workshops, recording attendance, monitoring participant progress, relaying information, and handling small-scale logistics.
- Update, consolidate and expand the training database.
- Help promote the department: managing website information, writing personalised mailers, sharing on social media, directory listings, and follow-up calls.
- You will report directly to the artistic, educational and administrative management.

You hold a Bachelor's or Master's degree and live in the Brussels-Capital Region.

## **Profile and skills**

- You have strong communication skills as well as good group facilitation and management skills.
- You have good interpersonal skills and are able to tactfully give direct instructions.
- You have experience in teaching and/or supporting people.
- You are organised, meticulous and dynamic, able to manage several projects at once, and able to prioritise. You are used to working with deadlines and under pressure.
- You enjoy working collaboratively in a team, while also being able to work independently.
- You have excellent writing and negotiation skills, including impeccable spelling.
- You speak and write French and English fluently, and have a good knowledge of Dutch.
- You are familiar with standard computer software, proficient in Excel. Collaborative software is part of your everyday life.
- You are flexible and open to working varying hours, including evening sessions and some weekends (see comments).
- Last but not least, you want to be part of a project that gives meaning to your daily life.

## **Comments**

- Knowledge of working in a socio-cultural environment or experience working in continuing education/lifelong learning is an advantage.
- This post requires special working time planning, including evening shifts between September and May (three times a week) and some weekends.
- Obligatory ACS conditions: you must be registered with Actiris as a jobseeker and live in the Brussels-Capital Region. Otherwise, we cannot consider you for this position.

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