

Job profile Executive Manager - Utrecht Zingt festival Leading Voices 2022

Responsibilities

- Final responsibility for the event: financial, production, logistics, communication, hospitality, ticketing etc.
- Carry out the content of the festival delivered by both MC's
- Daily decision making and daily management of the team

Competences

- HBO +
- Conveyable experience with (inter)national cultural event management
- Team player and able to build a team
- Proactive, keeping overview, monitoring the process
- Secure, precise and inventive
- Able to take decisions and being bold
- Very good communication skills
- Imperturbable
- Fluent English in talking and writing

Tasks

- Composition and development of the team in close cooperation with ZIMIHC
- First intermediary for team members and relations
- Smooth running of the event and preparations
- Monitoring the project and reports on this to the chair of the MT
- Negotiating and making arrangements with third parties (technical, logistic, hospitality etc), if needed in close cooperation with the chair of the MT
- Defining and finalising the schedule for organisation, logistics, technics, communication etc together with his/her team and defines who has which responsibilities and tasks.
- Cooperate closely with the back office of ZIMIHC, with the technicians and the regular designers of ZIMIHC
- Organise and realise all other arrangements or agreements in order to make the event work as foreseen and agreed upon

Position in the organisation

- Reports directly to the chair of the MT / coördinator ZIMIHC Maatwerk.
- Reports indirectly to the board of ECU, the legal body behind the event.
- Discusses the following issues with the MC and/or ECA-EC and the chair of the MT: Important logistic and infrastructural decisions / Issues raised concerning the content of the festival / Ticketing / Strategy concerning marketing & Communicatie / Hospitality and guestlists

Other

- The executive manager is committed to the event from February 2020 till August 2022 or longer if the project requires this.

Time investment (total of 1440 hrs)

Fase I, February 2021 – August 2021 > 1 day a week / 224 hrs (excluding visit to Ljubljana*)
Fase II, September 2021 – December 2021 > 2 days a week / 256 hrs (excluding visit to Lyon*)
Fase III, January 2022 – July 2022 > 4 days a week (starting with 3, going to 5) / 896 hrs
Fase IV, August 2022 > 2 days a week / 64 hrs

** in July 2021 the Europa Cantat festival takes place in Ljubljana. ZIMIHC invites you to join us to visit this festival. In November 2021 the Membership Weekend of ECA-EC takes place in Lyon. ZIMIHC invites you to this event in order to present the team behind LV2022. Agreements about these trips to be discussed.*