



Job title: Office and Project Coordinator

Full-time employment in a small, dynamic and international team working for the advancement of Higher Music Education.

Application deadline: 23 February 2023, midnight CET

Starting date: as soon as possible

The [Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen \(AEC\)](#) represents almost 300 Higher Music Education Institutions in Europe and beyond. AEC is the leading voice for Higher Music Education in Europe, a powerful advocate for its member institutions.

AEC recruits an **Office and Project Coordinator** to join its Brussels-based office for a period of one year with the possibility of future extension.

Reporting to the General Manager / Deputy CEO, the **Office and Project Coordinator** is responsible for general office management, supports the operations of AEC Council, Executive Committee and General Assembly and coordinates various projects and working groups, in cooperation with colleagues in the office.

Responsibilities:

Office Management

- Ensure an appropriate office environment (e.g. handle incoming/outgoing post, general emails and calls, order office supplies, manage contracts with service providers - telephone, insurances, printer, IT, cleaning, etc.; organise IT support for the office, take initiatives towards a greener office);
- Recruit and supervise interns (including sharing feedback with interns on their performance);
- Manage the official register of the association and assume other administrative duties on an ad hoc basis.

Support to the AEC Council, Executive Committee and General Assembly

- Organise the meetings of the AEC Council and Executive Committee (logistics as well as preparation of agenda and material) and write meeting reports;
- Organise the annual General Assembly meeting (logistics as well as preparation of agenda, material and voting procedure) and write meeting reports;
- Proactively follow-up with the Council members and office colleagues on their actions from internal meetings, and contribute to working on actions and content development.

Project Coordination

- Coordinate the project [PRIhME – Stakeholder Assembly on Power Relations in Higher Music Education](#) ending in August 2023 (i.e. liaise with the partners, organise meetings practically,



produce reports from them, oversee the production and publication of project deliverables, prepare the final narrative and financial report for the European Commission etc.);

- Coordinate, as part of the project [Empowering Artists as Makers in Society \(2022-2025\)](#):
 - the [AEC Goes Green Working Group \(WG\)](#) (i.e. to support the WG with its work and with the production of project deliverables, logistically as well as in the reflection and development of content);
 - the partnership with and the support to the [European Performing Arts Students' Association \(EPASA\)](#);
- Coordinate new projects depending on interest and workload;
- Represent AEC at external events.

Required profile

- Master's degree in (cultural) management, European studies or a related field
- Minimum 1-year experience in the field of office coordination and/or project coordination
- Excellent level of written and spoken English (C1) and good knowledge of French; other language proficiency is considered an asset
- Excellent organisational skills
- Strong team working skills with a willingness to contribute and a readiness to assist others
- Ability to multitask and capacity to work well under time constraints
- Ability to work independently
- Strong office IT skills (MS Office, Google Drive, Zoom, Teams etc.)
- Good inter-cultural skills and understanding

Other desirable experience, competences or knowledge:

- Interest in sustainability
- Personal connection with music
- Interest in student representation in higher education
- Awareness of General Data Protection Regulation and its implementation

Candidates who do not meet all of the listed requirements but are motivated and excited about the role are welcome to apply.

AEC values diversity and welcomes applicants from any underrepresented ethnic origin, national origin, gender, race, colour, religious belief, disability, sexual orientation or age.



What we offer

- Full time (38h per week) employment in an international and interesting environment as member of a small dynamic team;
- Gross Salary level: Circa 2400 EUR Gross + Luncheon Vouchers 7€ per day + teleworking allowance + commuting allowance;
- A flexible work environment including teleworking;
- Immersion and professional development in all aspects of a European-level organisation with a focus on higher music education;
- Opportunity to travel and participate in international activities.

How to apply:

Please email your CV (two pages maximum in PDF) and a concise motivation letter (one-page maximum in PDF) to applications@aec-music.eu with the subject *Job application Office and Project Coordinator [your surname]*.

Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis. **Deadline: 23 February 2023 (included).**

Interviews with short-listed candidates will take place on 6th or 7th March.

For more information, please contact Linda Messas, AEC General Manager / Deputy CEO at info@aec-music.eu.