

Starting from the irresistible power of music, theater and dance, the team of Kunsthuis Opera Ballet Flanders is working daily with more than 380 permanent employees. Together we bring you the most memorable performances in the history of opera, ballet and dance as well as new creations and a selection of masterpieces that are worth rediscovering. Our mission: to move the audience, to inspire, to let you enjoy beauty and to encourage reflection.

To maintain our national and international position, we are looking for a Tour Manager who can support the team of Kunsthuis Opera Ballet Flanders in picking up interesting opportunities in a quickly changing environment.

For the support of our national and international activities, Ballet Flanders is looking for a

Tour manager

full-time contract - location Antwerp

FUNCTION

You are part of an enthusiastic and motivated team where your responsibility is to organize and support the national and international productions of Ballet Flanders.

RESPONSIBILITIES

- You are responsible for selling the productions of Ballet Flanders in different art houses, cultural centers and festivals on national and international level and to work out a selling strategy in consultation with the artistic and technical team;
- To take charge in the preparation and implementation of the distribution of performances in the budgetary, technical and logistical fields;
- To maintain the existing network of artistic and production partners and setting up new contacts;
- To invite and welcome promoters and agents at premieres and performances, and taking care of the follow up of these contacts and leads;
- To negotiate purchase prices and cost estimates in consultation with the artistic and technical directors;
- To be the first point of contact for all questions about availability and feasibility in consultation with the planning coordinator, technical coordinator and artistic director;
- To create and follow up the contracts;
- To be the point of contact between venue/organisations and Ballet Flanders concerning budget, technics, communication, promotion and logistics;
- To prepare call sheets for cast and crew and follow up their presence;
- To accompany the cast and crew to the venue before, during and after the national and international performances.

PROFILE

- You have a Bachelor's or Master's degree (business management, communication management, company management, theater and movie sciences, event management,...)
- You can prove 5 years of experience in the ballet or dance world;
- You have a strong knowledge of and are very enthusiastic about performing arts in general and dance in particular;
- You have a strong network in the world of arts;

- You have strong computer skills (office and Google);
- You have a very good knowledge of Dutch and English, speaking German and French is a plus;
- You have strong communication skills (enthusiastic, open, clear, respectful);
- You have a flexible mindset about working hours (late night and weekend work and national and international experience).

WE OFFER

- An attractive, international and artistic environment full of variety;
- A challenging job with a lot of responsibilities and with a great impact on the success of Ballet Flanders;
- A competitive wage within the sector, including meal vouchers, bicycle allowance, 100% reimbursement of public transport pass.

INTERESTED?

Send us your resume and motivation letter before [7/8/2018](#) via our website:

www.operaballet.be/vacatures

After a first selection round based on the letters, the selected candidates will be invited for an interview.

Kunsthuis works on promoting equal opportunities. Qualities of people are more important than age, gender, ethnic origin or nationality.