

Opera Europa is the European professional association for opera companies and festivals and brings together 233 opera companies from 44 countries. Its 5 main strands of work: networking & main conferences ; member services & specialist forums ; research & consultancy ; innovation & change ; advocacy. It services its members with consultancy, two annual thematic conferences, specialist forum meetings (peer-to-peer gatherings on Human Resources, Marketing & Communication, Technical & Production, Artistic Administration & Producing...), industry research and online databases. Main initiatives coordinated by Opera Europa include the casting and production database www.operabook.org ; the free streaming platform supported by Creative Europe www.operavision.eu ; the Opera Management Course and the European Opera-directing Prize ; and World Opera Day. See www.opera-europa.org for more information.

Opera Europa is recruiting a Membership & Services Coordinator

The Membership & Services Coordinator has a central position in Opera Europa's small team. They are all members' first point of call for guidance about membership services.

Main responsibilities include:

- Membership administration – recruitment, induction of new members and renewals
- Coordinating the artistic forums (Artistic Administration & Producing, Dramaturgy, Independent Producers, Chorus & Orchestra...) – planning with the steering group, registrations, coordination with host and event management
- Coordinating the Member resources website (Address book, Document centre...)
- Supervising Operabook.org, including Future New Productions database, budget and team management

They also contribute to the general running of the association's activities (newsletter translations, website updates, newsletter dispatch, conference and forum management) and OperaVision (translations, writing).

The Membership & Services Coordinator must:

- Show an awareness and curiosity for the European opera landscape (some experience in an opera company is a bonus)
- Have excellent PR and presentation skills, with a service-minded attitude
- Be fluent in English, German, with basic knowledge of French and Italian (any other European language is a bonus)
- Master Office tools and be at ease with online tools and communication
- Be willing to travel regularly

The Membership & Services Coordinator position is a full-time position, either as a Belgian employee or free-lance worker. Opera Europa offices are based at La Monnaie/De Munt in Brussels, but on-site presence is only required part-time.

The position is to be taken up between 15 June and 2 September 2024.

To apply, please send your CV and cover letter to audrey@opera-europa.org by 6 May 2024.