

Autoworld Brussels is looking for a Event Field Coordinator

1/ Autoworld Brussels:

Museum

Autoworld is a private museum open 365 days a year. It is the setting for many car related and other stylish events.

The museum is housed in one of Belgium's most beautiful historical buildings, the southern hall of the Brussels Cinquantenaire.

It is not by chance that Autoworld's baseline is 'More than a museum', boasting a permanent collection of more than 300 vehicles, with monthly changing temporary exhibitions and more than 200 events per year...

Event venue

Autoworld is both a museum and venue for large and small events: ranging from 5 persons to 1.800, from a small meeting or presentation in a conference room through to a major reception, a seated dinner, product presentation or trade fair, you name it!

2/ Job description:

As an **Event Field Coordinator**, you are responsible for the management of the event facilities, and you plan and coordinate the events from contract to Z.

This for both external clients (B2B and B2C) as also own productions with a varied range of tasks:

- SPOC for the client from contract until event
- Full Preparation of the confirmed events (set up, staff bookings, material booking, sound check, ...)
- Coordination on site before, during and after event: arrange onsite vendors, organise staff briefings, prepare set-up, signage & material for the event
- General coordination and collaboration with (regular) suppliers, including catering and technology.

3/ Timing:

- With immediate effect

4/Profile:

- You are bi-lingual Dutch French and have an excellent knowledge of English, both spoken and written.
- You have a bachelor's degree.
- You have 1 to 3 years of experience in Event Coordination.
- You love working on the field.
- You have great communication skills.
- You are client and result oriented.
- You can work autonomously, dare to take initiatives, and retain a strong sense of responsibility.
- You are organised.
- You are assertive and stress resilient.
- You are versatile, dynamic, and flexible.
- Knowledge of the automotive sector is a plus point, but not a must.

5/ What we offer:

A varied job with an attractive salary and additional fringe benefits, real growth opportunities, great colleagues, and a pleasant working environment.

6/Contact:

Interested? Please send your CV together with a motivation letter to the attention of Sebastien de Baere – Director Autoworld, Jubelpark 11, 1000 Brussel or to office@autoworld.be