Job offer – Production Assistant (m/f/x) – *TITANS*

Position: Production Assistant
Organisation: newpolyphonies
Creation: *TITANS* – a collaboration between You You Group & Glossa
Contract: Freelance collaboration / temporary fixed-term contract
Sector: Performing Arts – PC 304 (Belgium)
Employment: 12 working days spread over the period September 15th and December 15th, scheduled according to the needs of the creation process
Location: Brussels, Pelt, remote

About newpolyphonies

newpolyphonies is a transdisciplinary arts organization for vocal art in a pluriphonic society. newpolyphonies is a home to YouYou Group and exists under the artistic direction of Myriam Van Imschoot.

For the new creation *TITANS*, a collaboration between You You Group and Glossa, newpolyphonies is looking for a **Production Assistant** to support the team during the final production phase.

The project is developed in collaboration with a broad range of participants and partners, mostly based in Belgium and Germany. The working languages of the project are **Dutch, English and French**.

Role

As Production Assistant, you will support the production manager and the broader artistic team during the final chapter of the preparation phase, including a residency period, and the premiere of *TITANS* during the opening days of KANAL.

You will contribute to the smooth organisation of this crucial phase, with a focus on practical coordination, logistics, administration and communication between the artistic core team, the performers, the financial manager and the project's partners.

Main responsibilities

- Support the practical preparation of the residency/ies in Pelt, and the final rehearsals in Brussels, as well as the performance days, this includes:
    - coordinate logistics for the artistic team

    - support travel organisation, including train tickets and local transportation for team members travelling between Belgium and Germany and within Belgium (Brussels and other locations)
    - monitor travel schedules and communicate logistical information clearly to the team
    - assist with accommodation, participant needs and practical coordination with venues and partners
- Support during and after the working periods/performance dates includes:
    - provide on-site production support during residency, rehearsals and performances (for example purchase materials, groceries and last-minute production needs)
    - collect, organise and archive receipts, invoices and proof of payment as needed by financial manager
    - prepare and follow up expense reports (*onkostennota's/notes de frais*) and reimbursement documentation
    - support the production manager with budget tracking and administrative follow-up, helping to keep expenses aligned with agreed budgets and initial assumptions.
    - ensure smooth communication between Belgian and German team members regarding schedules, logistics and practical matters.
    - handle unforeseen practical issues and help find efficient solutions during rehearsals and performances
    - provide general production and administrative support where needed

Profile

We are looking for someone who:

- enjoys working in an artistic environment with a broad range of collaborators and partners
- has a working methodology that allows attention to detail while keeping track of the bigger picture
- is dynamic, enjoys getting creative when unexpected situations arise, is comfortable with taking decisions
- enjoys autonomy, knows who to keep in the loop and when
- is comfortable with basic online tools, budgets and administrative follow-up
- has a good command of English as an important working language, any other languages are an asset (Dutch/French/German/…)
- has experience in performing arts, cultural projects, festivals or production support (an asset)
- knows how to get around (driving license, biking in the city, public transport) independently

We offer

- a freelance or fixed-term contract under the framework of PC 304, pay scale C+
- approximately 12 working days spread over the period September 15th to December 15th, planned according to the needs and evolution of the project
- a temporary collaboration within a crucial phase of an artistic creation process
- the opportunity to work closely with an international artistic team
- a role within a creative and collaborative performing arts environment

The working days will be planned in mutual agreement and may vary depending on the development of the creation, residency schedule, rehearsals, performances and production requirements of *TITANS*.

How to apply

Please send your CV and a short motivation letter before July 15th to arezoo@newpolyphonies.be. Introductory talks will be scheduled in the last week of July. For questions regarding the position, you can reach out to her as well.