

CONTEXT

The Bridderhaus in Esch-sur-Alzette, a former hospital for steelworkers, has been completely transformed into a new space dedicated to artist residencies.

The Bridderhaus will contribute within the non-profit association frEsch with its other entities, the Konschthal and the Bâtiment4, to the implementation of the cultural strategy [*connexions*] of the City of Esch-sur-Alzette.

JOB DESCRIPTION

As a manager, you will play an essential role in the life of the residence by ensuring the administrative and logistical management of the building. You will also be a vital support for artists.

Tasks

- Coordinate and independently manage the operation of the building within the budget (Evaluate the needs of the building and the residents - manage the stocks of supplies - contact the service providers if necessary - manage and supervise the cleaning and security staff ...)
- Coordinate artists and projects in residence, manage day-to-day project and site affairs, respecting budgets and deadlines
- Act as an interface between artists in residence, their partners and regional interlocutors
- Provide strategic and conceptual support to artists and cooperations

Expected profile

- Holder of a Bachelor's degree in facility management and/or professional experience.
- Professional experience of at least five years in the field of the management of a structure (Experience in the cultural or artistic field is considered an advantage)
- Sense of anticipation
- Proactivity and ability to manage priorities
- Adaptability and responsiveness
- Sense of responsibility, autonomy and rigor
- Ability to work in a team
- Administrative skills (drafting a contract, an agreement, etc.)
- Fluency in French and English is imperative (written and oral), comfortable on the phone
- Fluency in Luxembourgish, German and/or Portuguese is considered as an advantage
- Management of a contact / mailing database
- Mastery of the Office suite (Word, Excel, Outlook)
- Flexible working hours / Availability evenings and weekends
- Driver's license (type B) and a vehicle

Terms

- Permanent contract
- Six-month trial period
- Full time 40 hours per week
- Flexible working hours and schedules depending on the assignments (status of trusted staff)
- Place of work: Esch-sur-Alzette (Luxembourg)

Applications (CV with photo, cover letter and copies of diplomas / professional experience) should be sent by email to recrutement@freschasbl.lu or by post until 31.10.2022 to:

Fresch asbl
Fabienne Schaming
163, rue du Luxembourg
L-4222 Esch-sur-Alzette