

JOB APPLICATION

Event Planner / Producer for Foodshift, DDMP and Makers Mobility

Fab Lab Barcelona is part of the Institute for Advanced Architecture of Catalonia, where it supports different educational and research programs related to the multiple scales of the human habitat. It engages in European research across multiple lines of enquiry including design, distributed manufacturing, cities and culture.

Main Responsibilities:

This role is dedicated to the planning and production for Fab Lab Barcelona events that centre around innovation, sustainability and the future of cities.

- Event planning:
 - Contact, coordination and managing of needs, suppliers and all event logistics in various areas (venue, catering, materials, signage, furniture, etc)
 - Producing schedules and itineraries required for event delivery
 - Develop and manage the event calendar
 - Prioritizing tasks
 - Control of available resources according to a closed budget
 - Event designing in collaboration with the rest of the Communications team members.
- Support event stakeholders:
 - Coordinate the team, client, providers, guests and maintenance team involved pre-event
 - Managing and assisting instructors, speakers and communications team during the event
- Event production:
 - Oversee the event assembly and dismantling
 - Coordinating catering orders and other needs
 - Supporting AV requirements and presentations/video files of the speakers or instructors
 - Handle queries and troubleshooting to ensure that all runs smoothly and in time
 - Coordinating flow of people at the event

Competences (Experience, Knowledge and Skills):

- Experience, knowledge and skills in developing projects with and for diverse communities
- Well developed understanding of project coordination and a willingness to learn specifics of event project management
- Good communicator with the ability to multitask

- Experience working in cross-cultural environments with people from a wide range of places
- Strong attention to detail and problem solver
- Creative approach to management

Specific Requirements:

- An EU national, or with a working permit for Spain.
- Native Spanish speaker. Fluent in English. Catalan is desired.
- Bachelor in Public Relations, Business Administration or Communications
- Master or specialization in Events Management
- 1-3 years of experience as Producer or Events Planner
- Knowledge of the field of innovation, with a specific interest in science and arts communications

CONTRACT DETAILS

- 30h week position
- Work schedule depending on the events program. Willing to work flexible hours
- Based in Barcelona.
- Date of start: April 2020
- Salary: 16,000 - 18,000/year according with professional experience

DEADLINE AND APPLICATIONS SUBMISSION

The application period will close on 12th March 2020

Send your CV along with the list documents required in the general basis and a Cover Letter to **secretary@iaac.net** with this subject: "**JOB APPLICATION – EVENT PLANNER / PRODUCER**"

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