

job opportunity: coordinator

argos centre for audiovisual arts facilitates the presentation, production, and study of critical audiovisual arts through archival and distribution services, exhibitions and various programmes, a screening space and a research library.

ⒶⓇⒺⓄⓈ considers the audiovisual arts as a way of looking at and understanding the world. Active since 1989, it fosters dialogue with a broad range of institutional and non-institutional partners, both in Brussels and beyond, to support a multitude of voices in society and to seek new ways to engage its audiences. Through its various activities, (a)(r)(g)(o)(s) wants to understand the past, hold the present and shape the future of the audiovisual arts.

The organization is based in the centre of Brussels and is supported by a motivated team of (+/-) 10 people.

General Outline

argos is looking for a driven coordinator who, together with the team, puts the audiovisual arts on a prominent place in the Belgian arts landscape and supports audiovisual artists. He/she/they bear ultimate responsibility for both the general management and artistic direction of the organisation and ensure that *argos* develops and implements a sustainable strategy.

The values of equality and democracy are essential to the functioning of **ARGOS**. We are looking for a coordinator who starts from horizontal decision-making and the power of the collective. Working closely with the business coordinator, the coordinator ensures an environment where there is room for both imagination and structure so that the *argos* team can flourish.

Tasks

Strategy & Vision

Working closely with the team, you will develop and support the implementation of:

- a supported strategy and long-term vision for the organisation
- a coherent artistic vision and programming
- alignment of the strategy with day-to-day operations.

Networking

- You develop and maintain partnerships with key local and international partners in line with the vision and mission in collaboration with various team members.

Organisational & Administrative Coordination

- You coordinate internal communication and workflows and facilitate collective decision-making processes.
- You ensure a professional working environment, including the necessary administrative systems.

Fundraising & Financial Sustainability

- You develop and implement the organisation's financial policy so that *argos* can flourish as a professional and healthy organisation.
- Together with the team, you develop fundraising strategies in line with the centre's mission and artistic vision and maintain relationships with (potential) funders.

Profile, Qualifications and Experience

- You have a passion for and knowledge of the arts. Preferably, you are also familiar with contemporary audiovisual arts.
- You understand the needs of artists and cultural organisations.
- You have previous leadership experience within the arts, cultural or non-profit sector.
- You believe in collective decision-making and have a participative leadership style.
- You have excellent interpersonal skills.
- You coach and support team members to reach their full potential.
- You have excellent project management and coordination skills and experience in managing people and processes.
- You show excellent financial management and are proficient in fundraising, with a proven track record in obtaining grants and funding for cultural organisations.
- You are fluent in Dutch and English. Knowledge of French is a plus.

Compensation and Benefits

- A full-time position, including occasional evening and weekend work with compensatory leave.
- Open-ended contract, starting as soon as possible.
- A competitive salary in line with the salary conditions for socio-cultural work PC 329.01 (cat. L1).
- Benefits package: teleworking allowance, public transport reimbursement, internet and mobile phone expenses, extra-legal holidays, flexible working hours and a committed team.

Work Location

sobje centre for audiovisual arts, Werfstraat 13, 1000 Brussels

Please note:

The deadline to submit your application is 1 May 2025.

Interviews are planned for 6 May 2025.

If you are unsure whether you fit the profile, please don't hesitate to make your interest known or to contact us for more information (lieve@argosarts.org).

To apply, please send your CV and a motivation letter in Dutch to Lieve Proost (lieve@argosarts.org).