



STAVROS  
NIARCHOS  
FOUNDATION  
CULTURAL  
CENTER

ΚΕΝΤΡΟ  
ΠΟΛΙΤΙΣΜΟΥ  
ΙΔΡΥΜΑ  
ΣΤΑΥΡΟΣ  
ΝΙΑΡΧΟΣ

## Συντονιστής/ρια Σχολικών Επισκέψεων School Visits Officer

Designed by the architectural firm Renzo Piano Building Workshop, the Stavros Niarchos Foundation Cultural Center (SNFCC) is a sustainable, world-class cultural, educational and recreational urban complex that includes the new building facilities of the National Library of Greece and the Greek National Opera, alongside with the Stavros Niarchos Park. It was constructed through a grant from the Stavros Niarchos Foundation and was transferred to the Greek State in February 2017.

SNFCC Single Member S.A. is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, developing its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant from the Stavros Niarchos Foundation.

SNFCC Single Member S.A. is an employer that provides equal opportunities, through prohibiting discrimination against employees or candidate employees regarding their race, skin color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual orientation or any other category protected by the law. SNFCC Single Member S.A. ensures that all candidates will be treated equally with accordance to their qualifications and the conditions laid down by the law.

The **Visitors Experience Department** is the Organization's most staffed department and carries out a variety of responsibilities, including the reception of visitors, telephone and mail communication, school programs, guided tours of facilities and the Stavros Niarchos Park, bicycle rentals, spectator services, the volunteering program, the internships program (interns are renewed every 6 months under the internship program Recharging the Youth, thanks to an exclusive grant by the Stavros Niarchos Foundation), special events' coordination etc.

SNFCC is currently looking for a **School Visits Officer**, reporting to the School Visits Program Manager. The **ideal candidate** supports the operation of the school visits and programs on the SNFCC premises, produces and develops the educational programs offered by the SNFCC to schools and all related activities and constantly contributes to the department's growth.

### **Main duties and key responsibilities:**

- Oversees the day-to-day reception of school groups

- Supports the successful implementation of the programs
- Aims to provide a comprehensive experience to students visiting the SNFCC
- Coordinates the production of educational programs
- Handles communications with school teachers during their visit to the SNFCC
- Is responsible for procuring, archiving and organization of materials required for school programs
- Works together with the rest of the Visitors Experience staff for any and all needs that might arise during school visits
- Oversees and supports all real-time operations of school visits aiming to improve them
- Works on the overall operation of school programs
- Supports the booking system and the written and the oral communication
- Contributes to the preparation for the next school year
- Contributes to all digital school activities
- Participates in all school program functions, including the Visitors Experience & Special Events Department, whenever required

**Requirements:**

- University degree, or post-secondary technical school diploma of at least 3 years of study, in a related field
- A postgraduate degree in relevant fields will be considered a plus
- Proven work experience of at least 3 years in a similar position
- Experience in the design and implementation of educational programs
- Experience in planning, producing and supporting educational events and activities of small and large scale
- Experience in coordinating children and groups
- Excellent writing and speaking skills in Greek and English. Working knowledge of additional languages will be considered a plus
- Excellent use of MS Office, with special emphasis on Excel

**Required skills and desired qualities:**

- Ability to manage multiple projects of different nature, within specified deadlines, with attention to detail
- Developed sense of responsibility
- Flexibility and capacity to manage and resolve crises
- Human resources management abilities
- Ongoing monitoring of developments in the school system and its needs
- Ability to develop initiatives and work in a team environment
- Ability to prioritize and work under pressure
- Proactive, decisive, creative personality

**Application process:**

- The submission deadline is February 27, 2022 at 23:59 EET
- Candidates must submit their resume and a brief letter of interest [HERE](#).

- All applications will initially be assessed by an independent human resources consulting firm. Interviews with shortlisted candidates will follow. All candidates will be notified of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to Persons with Disabilities