



STAVROS
NIARCHOS
FOUNDATION
CULTURAL
CENTER

ΚΕΝΤΡΟ
ΠΟΛΙΤΙΣΜΟΥ
ΙΔΡΥΜΑ
ΣΤΑΥΡΟΣ
ΝΙΑΡΧΟΣ

Συντονιστής/ρια Παραγωγής Production 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 **Programming and Production Department** is responsible for all aspects of the planning and implementation of the cultural, educational, recreational and sports activities of the SNFCC.

SNFCC is currently looking for a **Production Officer**, reporting to the Programming and Production Director. The **ideal candidate** supports the Department's administrative functions, serves as the first point of contact between the Programming and Production, Department and external associates, but also internally within the SNFCC, provides support in the implementation of all events included in the SNFCC program, particularly in large-scale events taking place on weekends and on holidays (concerts, etc.) and provides high-level support services to all collaborators, both inhouse and external, according to the vision of the SNFCC.

Main duties and key responsibilities:

- Provides administrative support, such as: event calendar management, meeting coordination, expenses processing, responses to proposals, etc.
- Maintains and updates management systems and master calendar entries. Communicates with the Greek National Opera and the National Library of Greece regarding current program of events, to ensure the smooth operation of the SNFCC
- Is responsible for the timely distribution of all contracts to artists, actors, consultants, external associates, and producers, as well as for the timely return of the signed copies
- Initiates and supervises the flow of information within the Organization for the smooth and successful implementation of the tasks of the Programming and Production Department. Acts as a liaison with various company departments, including the Marketing and Communications Department, the Facilities Department, and the Finance Department, in relation to Programming for the smooth organization and implementation of events
- Constitutes the link with artists and contract managers, in relation to their requirements (travel management, accommodation, dietary requests, hospitality riders, etc.). Communicates with artists/speakers/lecturers/partners and their representatives, as well as with production companies, transport companies, insurance companies, manufacturers, and any other suppliers, in relation to the production and execution of activities/events, according to the procedures in effect
- Maintains filing system and databases regarding the classification of contracts, invoices, events, promotional material, and quotes submitted by event contributors
- Maintains a database of agreements with artists and contact information

Requirements:

- University degree in cultural management or a related field
- Postgraduate degree will be considered a plus
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- 5 years proven experience as Production Coordinator
- Experience in the organization of events and activities related to music, dance, performing arts, education, sports, and the environment
- Experience in the production of digital programs
- Good knowledge of budgeting, book-keeping and financial reporting
- Excellent writing and speaking skills in Greek and English
- Excellent knowledge of MS Office, especially Excel and PowerPoint

Required skills and desired qualities:

- Ability to work with varied and diverse teams
- Excellent written and oral communication skills
- Team spirit and adaptability
- Excellent organizational skills
- Time management skills
- Attention to detail

- Flexible Schedule

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