



STAVROS  
NIARCHOS  
FOUNDATION  
CULTURAL  
CENTER

ΚΕΝΤΡΟ  
ΠΟΛΙΤΙΣΜΟΥ  
ΙΔΡΥΜΑ  
ΣΤΑΥΡΟΣ  
ΝΙΑΡΧΟΣ

## Events Technician

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 **Facilities Department** is responsible for the proper operation, preventive and repair maintenance of all building technical infrastructure and the surrounding area of the SNFCC. At the same time, it supports all the other departments and functions of the Organization.

SNFCC is seeking a candidate to fill the position of an **Events Technician** with a technical degree or qualification at any level or grade of education, to report to the Technical Production Manager. The **ideal candidate** will contribute to the coordination of the technical work required for the production of SNFCC's events, in cooperation with production companies and/or SNFCC's departments, with the aim of ensuring their smooth and safe organization within a timeframe and budget.

### **Key Duties and Responsibilities**

- Cooperate with the Technical Production Manager to monitor the technical work required for each event/production
- Collaborate with all parties involved for the smooth conduct of the events
- Collaborate with the Electrical and Mechanical Engineering Coordinators for the overall support of events
- Supervise scheduled works and coordinate crews
- Cover Evening Shifts, Weekends, Holidays and as SNFCC security personnel during performances or events according to the department's schedule
- Prepare reports, presentations, and statistics
- Participate in working groups and committees

### **Requirements**

- Technical degree from a university, technical university of applied science (TEI), or post-secondary school, e.g. institute of vocational training (IEK)
- Proven experience of at least 3 years in pertinent organizations, preferably in a related domain
- Good command of the Greek and English languages (First Certificate) in speaking and writing
- Proficiency in Microsoft Office

### **Soft and Hard Skills**

- Communication skills
- Organizational skills
- Detail-oriented and able to meet deadlines
- Ability to prioritize under pressure
- Ability to respond to contingencies and to demonstrate initiative
- Working in a team environment
- Flexibility in working hours

### **Application Procedure:**

- The submission deadline is January 12, 2024, 16:59 EEST.
- 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 in writing of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to Persons with Disabilities.