

# SOUNDIMAGECULTURE IS LOOKING FOR A COORDINATOR.

SoundImageCulture - SIC is a nomadic laboratory where filmmakers, artists, anthropologists and self-taught can find support to realise their personal projects.

SIC offers a 12-month program in Brussels that involves artistic coaching through collective seminars, individual mentoring, group critiques, and inter-artist dialogue.

We also organise events, film screenings, symposiums.

<https://www.soundimageculture.org/about?l=en>

## What we offer:

A multifaceted job in an inspiring, friendly, multicultural environment, rich encounters with filmmakers and artists.

Flexible hours of work at flexible places.

Work regime Employee, 4/5 time CDI / Salary according to CP 329.02 - barème 4.2

**Start date: May 1st , 2023**

## What we look for:

An open and friendly person that has a heart and the know-how for managing a small cultural organisation. Ideally you are acquainted with film and contemporary arts and you have a network in the Brussels / Belgium cultural field.

You should be able to communicate well and enjoy to work in a team, cooperate and act effectively with colleagues. Demonstrate reliability.

Have an excellent command in oral and written **ENGLISH** and **DUTCH**, knowledge of FRENCH.

Be organised, rigorous and autonomous and have the capacity to work in an emergency situation.

Under the responsibility of the director of the association, in collaboration with the team, you are responsible for:

The organisation and logistics of SIC:

You organise 5-6 collective sessions per year. Each session is about 4/5 days.

The participants and coaches of SIC meet for collective feedback on the ongoing projects, we invite international guests, organise workshops, screenings and masterclasses, often in collaboration with different partners. You suggest invitees, you will propose a planning, arrange the meetings, you organise the travel and accommodation of our guests and assure partners, technics and spaces.

You coordinate the sessions, check technical matters, provide basic catering.

In close collaboration with former participants and the team you organise avant premieres of SIC films and the Focus program - events that invite to participate in screenings and discussions to explore topical questions of filmmaking.

Once a year you organise the call for projects.

Communication:

You manage public and internal communication.

You are the contact person for current, past and possible future participants, the team and the board, partners and all interested public.

You nourish and follow up the relationship with partners of SIC such as GC Pianofabriek, GC Ten Weyngaert, Level5, Project(ion) Room, Beursschouwburg, ARGOS, Le P'tit Ciné, KASK, Buda, Sabzian, PAM,

Cinemaximiliaan, ISELP, BOZAR Cinéma, Cinéma Galerie, Cinematek, Cinéma Nova... and set up new connections.

You share the news of SIC and its network via our website and bimonthly newsletters (ENG & FR).

#### Funding

You write applications and reports for funding to the Flemish institutions VAF and VGC, possibly kunstendecreet.

You apply for extra funding for public events to SCAM, SABAM, Loterie Nationale, Cocof, Embassies and others. You follow the Erasmus project in the making with international and local partners.

#### Administration

You manage the obligations of our vzw/asbl:

Organise the board meeting to validate the year activities.

Hand in the reports to the greffe ministère of Commerce

Manage the non-profit employment, fill in the cadastre once a year.

Manage the contracts, invoicing and payments with coaches, guests (events) and participants. Follow up the accounts in order to respect the budget. Prepare accountancy for the accountant. Manage insurances.

**Send your letter of motivation and CV in ENGLISH to [soundimageculture@gmail.com](mailto:soundimageculture@gmail.com) before the 31st of March.**