

BRUSSELS DESIGN MARKET Internship offer - Event Manager Assistant

Experience: Bachelor or Master's degree

Contract: 2-3 months

Job location: Place Flagey, Brussels

Starting date: January 2022

Since its creation in 2002, the Brussels Design Market has evolved into the largest design market in Europe and has quickly become a must-see in the international vintage design calendar. Twice a year, in March and September, more than 100 dealers from all over Europe enter the Tour & Taxis exhibition halls to present their collection of 20th century designer furniture. For its March 2022 edition, the BDM is looking for a motivated and dynamic intern to help organize its new edition.

Timing: 3 months - from January to March 2022 (flexible) 3 days/week minimum, full time preferred. (holidays possible, beginning and end of the internship need to be discussed).

Under the responsibility and in direct collaboration with the Event Manager, you will be able to work on the preparation of this new edition and will carry varied tasks : general communication (digital communication, press and partner relations) and the logistical follow-up of the event. You will be involved in all stages of the management of an event project, from its conception to its completion. The position is very diverse and leaves room for personal initiative.

Main responsibilities:

Work closely with the Fair Manager on the project management from A to Z (before - during - after)

Communication :

- Research on prospective exhibitors and sponsors
- Development of media partnerships (blogs, online magazines, design platform, etc.)
- Competition watch
- Press: Preparation of the press kit
- Exhibitor monitoring
- Sending of the exhibitor's guide and various announcements (mailings & press releases).
- Management of the list of exhibitors, follow-up of purchase orders, update of the fair plan.
- Regular update of the website
- Communication plan and strategy: creation of digital communication content / media: creation of the editorial calendar for social networks (Facebook and Instagram)

Event Logistics :

- Assist on the overall preparation of the event and contact with technical service providers
- Recruitment and management of staff present during the event

Required profile:

Student or recent graduate : Educational background in graphics, publicity, communication, cultural management, marketing, public relations...or similar

- Enthusiastic about design, art and architecture
- Serious & punctual
- Sense of organisation
- Good knowledge on the following programs InDesign, Photoshop, Illustrator
- Proactive and flexible with the ability to complete multiple tasks under tight deadlines
- Excellent written/oral Dutch, English and French

To apply, please send your CV and a short cover letter to Daphné Pirot — daphne@designmarket.be