



Freelance Event Managers

Tipik

Brussels, Belgium

Tipik is a Brussels-based consultancy providing integrated communication services to the EU institutions and other public organisations. We're looking for freelance **Event Managers** to work with our Brussels Events team to deliver high quality innovative event experiences for our clients. We manage events covering issues from children's rights to rare diseases. If you're looking for a new challenge, this could be for you.

Responsibilities

You'll work with our events team on all aspects of the events: from concept to implementation. Responsibilities include:

- Developing event concepts (including adapting events previously held on site to a digital format);
- Planning the event;
- Finding best solutions/tools for events, including digital ones;
- Identifying suppliers and negotiating contracts;
- Day-to-day management of event logistics (before, during and after), including presence on site. This includes project planning, quality control of deliverables, regular reporting, managing relations with contractors as well as coordination of team members, under the supervision of a Senior Account Manager.
- Communicating with clients on project implementation and representing their needs inside the agency;
- Coordinating internal team and suppliers;
- Overseeing event budget, including any redistribution of funds.

Requirements & Skills

- At least 8+ experience in event management;
- Proven experience in organising events for institutional & corporate clients;
- Experience in managing digital events is an asset (references to be provided);
- Creative, flexible and solution-oriented attitude;
- Attention to detail while keeping an eye on the big picture;
- Strong analytical and creative skills;
- Proficiency in Microsoft Office, especially Excel;
- Excellent organisational skills, ability to prioritise a busy and varied workload;
- Ability to multi-task and perform well under pressure with a commitment to quality;
- Excellent English (written & spoken) & French (spoken);
- Ability to work as part of a team or independently.

How to apply

Please send your CV in English to jobs@tipik.eu with the subject line "*Freelance Event Manager*". Only short-listed candidates will be contacted.

GDPR

Tipik Communication Agency is committed to protecting your privacy. We will always keep your personal data safe and will aim to comply with applicable data protection legislation, including the EU [General Data Protection Regulation 2016/679](#) and the Belgian data privacy act of 8 December 1992 ([FR/NL](#)).

We do not store CVs of rejected job applicants, unless the individual has given us his/her consent, in which case it will be stored for a maximum period of one year. Please specify this in your CV and covering letter.