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Brussels Philharmonic vzw brings together a symphonic orchestra (Brussels Philharmonic), a chamber choir (Vlaams Radiokoor), and a youth orchestra structure. From the historic Flagey building in Brussels, a small but dedicated team of staff members works tirelessly to organize around 150 concerts and recordings annually, both in Belgium and abroad. We are currently looking for a

## ARTISTIC COORDINATOR VLAAMS RADIOKOOR

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**As the Artistic Coordinator for the Vlaams Radiokoor, you are responsible for developing and executing the day-to-day operations in all aspects: from artistic planning (guided by the Artistic Director) to detailed production schedules, work organization, budget management, reporting, and administration.**

Your greatest passion? Music. Vocal music. Choral music. Because singing together creates connection. You thrive in the world of choir repertoire but also know your way around the broader music and arts landscape, both nationally and internationally. Your network reflects this and enables exciting collaborations.

Your second greatest passion? Organization. Planning. Structure. You are the linchpin of the ensemble's daily operations: from creating the detailed season planning, coordinating with colleagues and partners, managing budgets, and handling contracts and agreements — you're the one piecing together the complex puzzle of a concert season.

At the heart of everything we do is people. Onstage, backstage, and in the audience. You help foster a positive, inclusive, and stimulating work environment where everyone can thrive.

### WHAT WE EXPECT FROM YOU:

- With your organizational talent, **you oversee the artistic planning**, ensuring the current season runs smoothly and future seasons are well-prepared.
- You maintain a **clear overview** of various projects. If someone has a question, you either have the answer or know where to find it. You serve as the main point of contact for colleagues, organizers, soloists, and conductors for all practical arrangements.
- You lead the **production team**, including internal colleagues and, depending on the project, external partners (technicians, freelancers, etc.).
- You ensure the **distribution and promotion** of concerts through a continuously evolving network of agents, organizers, and partners, both nationally and internationally.
- You manage and organize **auditions** to maintain the choir's high artistic standard.
- You handle planning and scheduling using **Excel and OPAS**.
- You participate in **various committees**, including the management team, labor unions, choir council, and CPBW (Committee for Prevention and Protection at Work). You are also responsible for official reporting (related to the management agreement, annual report, and policy plan).
- You are good with **numbers**: you oversee the production budget with precise monitoring, negotiate fees and buyouts, draft necessary contracts, and coordinate Tax Shelter files with the financial team.

**YOUR PROFILE:**

- **Music is at the core of this job:** You have a passion for and solid knowledge of the broad choral repertoire, are familiar with the national and international choral world, and can read sheet music and interpret scores.
- **You're a born organizer:** Planning, coordinating, adapting, sharing — you do it all with precision and enjoy working with figures and spreadsheets.
- **You're a strong communicator** who isn't afraid to take the initiative. You naturally seek solutions and negotiate diplomatically. You're fluent in Dutch, French, and English.
- While our base is in the Flagey building in **Brussels**, we perform across Belgium and abroad. You are naturally present at all concerts, recordings, and other projects, including evening and weekend work as part of the job.
- You have **at least 5 years of relevant experience**. You'll become part of the artistic team, led by the Artistic Director.

**WHAT YOU CAN EXPECT FROM US:**

- You'll join a dynamic environment with a motivated team of colleagues who will guide you.
- You'll take on a challenging role with plenty of room to apply your creativity and talents, helping shape the future of the Vlaams Radiokoor.
- A full-time permanent contract with a salary tailored to your experience and expertise, complemented by extra benefits (e.g., meal vouchers, hospitalization insurance, group insurance).

**INTERESTED?**

Apply via [this form](#): make sure to upload your motivation letter and detailed CV. Applications are open until January 19, 2025. Do you have questions? Feel free to email or call us at 02/627 11 60.

**TIMING**

- Submit your application by **January 19, 2025**.
- First-round interviews will be held during the week of **January 27, 2025**.
- Ideally, you can start on **March 10, 2025**.