

## **We're hiring!**

### **Cycling Industries Europe is looking for an experienced Event Manager (freelance) to support us with our annual flagship event CIE 2023 Summit**

Cycling Industries Europe needs short-term support from an experienced freelance event manager/planner, familiar with running events in the Brussels region.

Due to a staff vacancy we now need some extra resource in the run up to our 2023 Summit. We are looking for a freelance (independent) event manager who can work with our team on a part-time basis to smooth the running of our Summit which takes place on 8th and 9th of March in Brussels.

This is a flexible opportunity which can work around your other clients, but you should expect to be full time on at least the Summit dates. Successful delivery could lead to other event opportunities with CIE which has a growing portfolio of international events across the year.

CIE Summits have become an important milestone for supporting our industry and presenting the benefits of cycling to Brussels stakeholders. In 2022 over 200 people registered for a members' day and a public policy conference day. This package was delivered by the CIE staff team who have considerable experience in event coordination and will continue to work on the event as our major Brussels flagship.

Tasks to include working with the existing CIE team to deliver event operations to our professional standards including:

- Liaison and finalisation of arrangements with venues.
- Coordination of on-site logistics and services at venues.
- Programme, liaison with speakers, planning schedules and materials.
- Coordination of communication with attendees via ticketing service. (Eventbrite)

#### **Duration and hours of contract:**

Appointment period January 2023 (day tbc, but preference for immediate availability) to March 10<sup>th</sup> 2023.

Expected 15 days' chargeable work between date of appointment and the Summit working days 8th and 9th March. Days can be part days. Working from home is acceptable, but some in-person team meetings and the Summit itself are in Brussels.

Additional days by agreement.

The consultant must:

- Be an experienced event manager of EU projects able to support event management with minimal induction period.
- Be available to work flexibly up to the date of the event
- Be a good personal fit with the CIE team.

Agencies or organisations can apply, but should offer the services of one named consultant to carry out the work.

#### **Application:**

Send a proposal with the CV of the consultant, daily rate in Euros, time availability together with a covering letter summarising your suitability for the contract using the email address [info@cyclingsindustries.com](mailto:info@cyclingsindustries.com) by close of business on Monday 16<sup>th</sup> January 2023.

Candidates will be interviewed (in person) in Brussels.

Cycling Industries Europe

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