



Baden-Württemberg

MINISTRY OF JUSTICE AND EUROPEAN AFFAIRS

The Representation of the State of Baden-Württemberg to the European Union is the state's presence to the European Union and the political, economic and cultural institutions based in Brussels. The Representation acts as an event host of high-ranking and informative encounters.

To support its team, the Representation of the State of Baden-Württemberg to the European Union is looking for an

Event technician (m/f/d)

starting as soon as possible.

This is a full-time position which is basically subject to part-time employment. Severely disabled candidates will be given preferential consideration if they are suitable.

Your **tasks** will entail having your own working field while cooperating closely with your colleagues from the facility team, preparing events from a technical point of view, carrying them out and doing a follow-up and an evaluation of events. This includes in particular:

- supervising, managing and taking care of the in-house technical event facilities (sound, projection, interpretation and lights), also during in-person events,
- acting as general IT support during events, also in cooperation with our external service provider,
- assistance with seating and stage arrangements , also for set-up and dismantling presentations and exhibitions (energy supply, lights, IT),
- general repair and maintenance of the event technique as well as the coordination of external companies in the field of event technique and
- the temporary replacement of the house technician and the caretaker during holidays. This includes also the carrying out of driving duties of our official cars.

The position is challenging for the applicant, given the extensive event activities and the high-ranking guests from politics, business and diplomacy. The State Representation is equipped with state-of-the-art media and event technology. On average, about 300 events were held annually in the years before 2020 and around 100 groups of visitors were received. In total, we were hosting around 21,000 guests per year, who were taken care of by the event team of the State Representation with the help of external service providers in the areas of catering and service. From March 2020, the LV has completely

switched to virtual formats. We expect to be back in the presence mode in the course of 2021.

We expect a completed vocational degree in the field of event technology, electrics, electronics, facility management or mechatronics, as well as in-depth and varied technical knowledge. Having experience with online events and videoconferences is an asset. Good Microsoft Office skills is a prerequisite.

We assume a willingness to work flexible hours, also in the evenings. We expect efficient and professional handling of the technical facilities, the candidate to have a well-groomed appearance and good manners, to work in a committed and autonomous way, to have creative and manual skills, the ability to work in a team and under pressure, as well as good knowledge of German, English or French. Knowledge of Dutch is an asset. Being keen on learning the above mentioned languages is a prerequisite. Having a B-class driving licence is mandatory.

The salary goes up to pay group 8 of the German Länder Public Service Collective Agreement (Tarifvertrag für den öffentlichen Dienst der Länder - TV-L). Provided the requirements are met, a foreign allowance will be granted. The term of the contract is initially limited to two years. Subsequent employment on a permanent basis is being sought.

Are you interested? Then send us your written application with the relevant documents (CV, certificates and a self-evaluation of your languages skills according to the „Common European Framework of Reference of Languages“) until **19 March 2021** to the

**Ministerium der Justiz und für Europa Baden-Württemberg,
Geschäftsleitung,
Schillerplatz 4, 70173 Stuttgart.**

You may also send your application by email (in one attachment as PDF or tif, max. 2 MB) to poststelle@jum.bwl.de.

If you have any questions regarding the recruitment procedure, please contact Ms Rothfuss-Witzlinger (sandra.rothfuss-witzlinger@jum.bwl.de; +49 711/279-2194) or Mr Hartmann (hartmann@jum.bwl.de; +49 711/279-2190). If you have any questions regarding the position and its tasks, please contact Ms Taschek, Head of the event team in Brussels (phone: 0032-2-7417.765, ingrid.taschek@bruessel.bwl.de) or Mr Peveling, Deputy Head of the Representation of Baden-Württemberg in Brussels (eyke.peveling@bruessel.bwl.de; 0032-2-7417.783).