

## **Venue Manager (2-4 hours per week)**

**Are you good at organising, do you have excellent communication skills and would you like to contribute to the My Little Pony community? Do you want to gain experience in planning and managing contacts? Then apply to this role and become a part of our Hearth's Warming Con Operations!**

The Venue Manager is the main contact and intermediary between the convention and the venue. For this position it's important to make solid arrangements with the venue and to communicate the wishes of the other organisers. It will be your responsibility to communicate the capabilities and limitations of the venue to the other organisers and to actively think along with how to make the best use of what the venue can offer. It is important to have good communication and relational skills.

### **Required/Desirable Skills**

- Fluent in English and Dutch, both spoken and written. -
- Attentive and reliable team player.
- Good communication and relational skills.
- Preferably experience in organising events. -

### **Rewards**

- Event planning experience
- Free access to the convention
- Free staffer T-shirt
- Free meals during the convention
- New friends and fun experiences!
- Something to add to your CV

**Do you want to apply for this position?** Please send us your resume and cover letter to: Diederik van der Heijden; [d.vanderheijden@hwcon.nl](mailto:d.vanderheijden@hwcon.nl) Questions are also welcome!