

## **Job offer: Events assistant (CIP contract)**

**Location:** Brussels, Anderlecht

**CIP internship duration:** 6-month paid internship

**Deadline for applications:** before 04/02/2024

### **About us**

BIGH (Building Integrated Greenhouses) finances, develops and operates urban farms on city rooftops as a tool to implement the circular economy, to increase real estate value and improve the quality of life in the city. The first aquaponic urban farm was built on the site of the former slaughterhouse and Foodmet in Anderlecht, Brussels, where BIGH now grows tomatoes, herbs and salmon trout. BIGH aims to develop other urban farms in Brussels and in other European cities.

Aquaponics is an innovative agricultural production system that combines aquaculture with hydroponics. This system can be developed on small surfaces and therefore allows the development of short circuits and is resource efficient, thus reducing the pressure of agriculture on the environment. The "Brussels Aquaponics Farm" is composed of different innovative growing systems: an outdoor garden (2000 m<sup>2</sup>), an aquaponics greenhouse where mainly tomatoes are grown (770 m<sup>2</sup>), a greenhouse for aromatic herbs (600 m<sup>2</sup>) and a fish farm in recirculated water (RAS, Recirculating Aquaculture System).

We are and we want to remain a young, dynamic team with a passion for sustainable development. Our employees are eager to share their ideas and thoughts with their colleagues with a view to continuous improvement (technical, economic and environmental optimisation).

### **Job description**

We are a young and dynamic team with a passion for agriculture and sustainable food production initiatives. Our employees are always keen to share their ideas and thoughts with a view to continuous improvement (technical, economic and environmental optimization). We offer the kind of working environment you'd expect from a scale-up company.

As a member of the team, you will be part of a multicultural and dynamic environment. A trainee events and visits is needed to support BIGH's Events Manager in the canvassing, planning and organization of events and visits on the aquaponic farm in Brussels. Below is a non-exhaustive description of the tasks. Depending on the interest and affinity of the intern, the focus may be on certain tasks in particular.

### **Main tasks**

- Take part in the organisation of event logistics and coordination between the organisers, service providers, suppliers and stakeholders;
- Event planning and workshop design (e.g. organisation and preparation of workshops, leading and guiding farm tours, representing BIGH at external events, etc.).
- Management and follow-up of commercial and media partnerships;
- Support in the development of creative events proposals (e.g.: development of B2C events under BIGH's umbrella);
- Manage BIGH's communication channels (social media, website and other platforms)
- Management of BIGH's customer portfolio
- Administrative tasks related to the event (formalities, billing follow-up, preparation of purchase orders, etc.).

### **Profile description**

- Bachelor's or Master's degree in event management, tourism and/or public relations;
- Previous experience in event management is a plus but not necessary;
- Fluency in at least two of the following languages: French, English or Dutch;
- Good writing and excellent verbal skills;
- Good knowledge of Microsoft Office suite tools and visual creation tools or applications such as Canva, CapCut, Vidma, Story Maker, etc. Knowledge of Suite Adobe tools (Premiere Pro & Indesign) will be appreciated.
- Communication channels management skills (social networks, Wordpress website, Campaign monitor and/or Mailchimp).
- Interest in urban agriculture, sustainable development and environmental education;
- Organisation, autonomy, dynamism, interpersonal skills, curiosity, open-mindedness and initiative.

## **Application**

If you are interested in this vacancy, please send your application (CV and covering letter) to the following address: marcom@bigh.tech. Please entitle your email as follows: "**CIP Event Assistant + NAME**".

Interviews for selected candidates will start on **February 4, 2024**.

## **Eligibility criteria**

- Be a citizen of the European Union;
- As a Belgian citizen, not to have completed a similar contract in another organisation;
- Be ready to start as soon as possible. Ideally from February 26, 2024.