

Job Opening: Exhibition and Event Producer (part-time, m/v/x)

About argos

argos is a centre for audiovisual arts, based in Brussels. We celebrate artist films and videos through exhibitions, collections, public programming, distribution and our library. Home to Belgium's largest collection of artist's moving image works, we explore the past, illuminate the present and shape, with the help of many others, the future of audiovisual arts.

About the role

As the Exhibition and Event Producer at argos, you will be responsible for the organizational and technical preparation and execution of exhibitions and public programmes. This includes managing two major exhibitions and two to three smaller presentations each year, primarily featuring audiovisual works, as well as supporting recurring public events on every technical level (e.g., screenings). While the role involves planning and coordination, it is equally a hands-on position. You will be actively involved in the physical installation and dismantling of exhibitions and audiovisual presentations. Depending on your experience, you may also contribute to technical support for collection-related audiovisual workflows, including quality checks of digitisation projects, preparing files for distribution and advising on sustainable digital preservation. You will collaborate closely with the presentation and collection team, freelance technicians, artists, external curators, partners and suppliers. You will join a team of approximately ten colleagues who share values such as critical engagement, plurality, care, responsibility and generosity.

Key Responsibilities

Production Responsibilities:

- Translate the artistic vision into concrete plans and realistic timelines.
- Manage the entire production process: from technical development of scenography to execution, from planning to coordination installation and de-installation, and post-event follow-up.
- Handle administrative tasks related to exhibitions, such as drafting specifications, requesting quotes, contributing to contracts.
- Co-create and monitor exhibition budgets.
- Coordinate with curators and project leads on presentation formats, materials, and installation guidelines.
- Order or rent necessary equipment (e.g., projectors, speakers, furniture) and materials in a timely manner.
- Document technical setups for future reuse.
- Ensure materials are chosen with sustainability in mind and reused whenever possible.

Technical Responsibilities:

- Develop and implement technical roadmaps (lighting, sound, power, installation schedules).
- Be the technical point of contact for all internal and external technical requests.
- Serve as the in-house technical AV expert, with good knowledge on synchronization, audio, projection, editing and conversion software, and playback technologies.
- Collaborate with freelance technicians on the ground during exhibition-install.
- Ensure safe, stable, and aesthetic installation of artworks.
- Execute technical requirements for events or coordinate, brief and schedule freelance technicians where needed.
- Maintain and further develop the public infrastructure within available resources, and act as the point of contact for building-related infrastructure works.
- Maintain the inventory of materials, AV-equipment and tools.
- Carry out regular maintenance of AV-equipment and exhibition installations.

Profile & Skills

Experience & Expertise

- Minimum 4 years of hands-on experience in exhibition production (technical and organisational).
- Proficient in installing audiovisual works (primarily digital) and familiar with relevant equipment.
- Knowledge of various film and video formats; ability to convert or adapt files as needed.
- Knowledge on video editing, playback, and AV software such as Adobe Premiere, DaVinci Resolve, ffWorks, VLC, Mitti, QLab, BrightSign Author, ...
- Experience with art handling and working with suppliers.
- Skilled in coordinating and planning complex productions.
- Strong track record of collaborating with artists, curators, and partners.
- Ability to track budgets meticulously and prioritize tasks effectively.
- Experience managing and coordinating freelancers and willing to actively contribute to exhibition installation and dismantling.
- Knowledge of and adherence to internal and external safety regulations.

Skills & Requirements

- Proactive, solution-oriented and able to communicate clearly and respectfully.
- Strong problem-solving skills and a collaborative mindset.
- Willingness to occasionally work evenings and weekends.
- Flexibility during 2 intensive build-up periods each year.
- Proficiency in English, Dutch and French is a plus. A combination of English with either Dutch or French is also welcome.

What we offer

- Permanent part-time employment contract (22,8 hours/week, 60%, 3 days/week). Possibility to increase up to 30,4 hours/week (80%) if the role would entail technical additional support for audiovisual workflows (mainly collection-related).
- Salary following PC 329.01, cat. B1c.
- 12 vacation days (for a 60% contract), extra-legal holidays between Christmas and New Year, sectoral free days starting from 35 years old.
- Fixed working days at the office (Werfstraat 13, 1000 Brussels) on Tuesdays and Thursdays, possibility of additional telework.
- Teleworking allowance, compensation for public transport or bike allowance.
- Start: as soon as possible (preferably not later than November 1st).

argos is committed to actively fostering an inclusive environment and takes a clear and ethical stance against all forms of discrimination and exclusion. We aim to be a place where every audience member, partner, artist, and colleague feels welcome and at home. In our recruitment, we strongly encourage candidates from diverse backgrounds and experiences to apply, as we believe a plurality of perspectives is essential to our mission.

If you are unsure whether you fit the profile, please don't hesitate to make your interest known (julia@argosarts.org).

Send your motivation letter and CV in English or Dutch by 25 August 2026 to Julia Wielgus (julia@argosarts.org).

By 31 August a selection of candidates will receive an invitation for an interview that will take place at argos in the week of 7 September.

If you have special access requirements, please do not hesitate to share these with us. Please note that our offices do not have wheelchair access.