

**Centre de Musiques Amplifiées, Rockhal**, is a **public establishment**, dedicated to creating unforgettable live entertainment experiences for our guests. As a premier concert venue, hosting a diverse range of events, from world-renowned artists to local talent, we take great pride in providing exceptional service and creating a welcoming atmosphere.

To join our dynamic team and help elevate our guest experience, we intend to hire on a permanent contract, a passionate and organized

## **Event & Hospitality Assistant (f/m)**

As an Event & Hospitality Assistant, you will play a vital role in coordinating hospitality services, ensuring that artists and guests receive outstanding care. If you're a detail-oriented and enthusiastic individual with a passion for live entertainment, this could be the perfect opportunity for you!

### **Key responsibilities:**

- Support the planning and execution of live events, including corporate and social gatherings.
- Collaborate with artists' management teams to coordinate hospitality needs and backstage requirements.
- Engage with vendors and service providers to assure timely and efficient service delivery, in areas such as catering, merchandise, décor and other event services.
- Oversee operations and ensure smooth catering of public, artists, premium and VIP.
- Manage inventory of supplies and materials essential for events, maintaining records and tracking budgets to support the overall planning process.
- Work closely with supervisors in the Event & Hospitality department, as well as other teams to ensure seamless execution of all event elements.

### **Qualifications:**

- Education or proven experience in Hospitality Management or Event Production. Knowledge of the live entertainment industry and a passion for music and events is a major plus.
- Skilled in handling large-scale catering and/or restaurant operations.
- Strong organizational and time-management skills with the ability to prioritize tasks effectively. Demonstrated capacity to swiftly resolve inquiries or issues.
- Proficiency in Microsoft Office Suite (Word, Excel, etc.) as well as Teams Apps
- Excellent verbal and written communication skills in French and English. Proficiency in Luxembourgish and German is a plus.
- Collaborative spirit, ready to work harmoniously and contribute positively to the event atmosphere.
- Willingness to work flexible hours, including evenings and weekends, to meet the event schedules.
- Valid B driving license and possession of a vehicle.

We believe that great events are made by great people. If you're ready to make a difference in the lives of our guests and contribute to unforgettable experiences, we want to hear from you!

Please submit your resume and a cover letter outlining your relevant experience to [jobs@rockhal.lu](mailto:jobs@rockhal.lu) by **February 22, 2025**.