

Centre de Musiques Amplifiées, Rockhal, is a **public establishment**, dedicated to delivering unforgettable live entertainment experiences. As a premier concert venue, we host a diverse range of events, from world-renowned artists to local talent. Our mission is to create an exceptional environment for artists and audiences alike.

To join our team and support our CEO in driving the success of our organization, we intend to hire on a permanent contract, a dynamic and proactive

Executive Assistant (f/m)

The Executive Assistant to the CEO will play a critical role in enhancing the efficiency and effectiveness of the CEO's daily operations. This position requires a highly organized, detail-oriented, and adaptable individual who can manage a variety of tasks and thrive in a fast-paced, ever-changing environment. The ideal candidate will possess exceptional communication skills and a keen understanding of the live entertainment industry.

Key responsibilities:

- Provide comprehensive administrative support to the CEO, including managing calendars, scheduling meetings, and preparing agendas;
- serve as a key point of contact between the CEO and internal/external stakeholders, fostering strong relationships and ensuring clear and effective communication;
- facilitate collaboration between the CEO and the department heads
- assist in the planning and execution of special projects, initiatives, and events, coordinating with various departments as needed;
- manage travel itineraries, accommodations, and logistics for the CEO, ensuring seamless travel arrangements;
- prepare briefing materials, reports, and presentations for meetings; take minutes and follow up on action items as required;
- conduct research and compile information to support decision-making and strategy development;
- handle sensitive information with discretion and maintain the highest level of confidentiality;
- oversee and manage office-related tasks, ensuring a well-organized and efficient work environment.

Qualifications:

- Bachelor's degree in Business Administration or a related field preferred;
- 5+ years of experience as an executive assistant or in a similar role, preferably within the live entertainment, events, or hospitality industry;
- strong organizational and time-management skills with the ability to prioritize tasks effectively;
- excellent verbal and written communication skills in Luxembourgish, German, French and English, with a keen attention to detail;
- proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) as well as Teams Apps;
- ability to work independently and collaboratively within a team environment;

- flexible and adaptable to changing priorities and a fast-paced atmosphere;
- passion for live entertainment, music, and the arts.

Are you a driven professional eager to advance your career as an Executive Assistant in the live entertainment industry? We want to hear from you!

Please submit your resume and a cover letter outlining your relevant experience to jobs@rockhal.lu by **March 2, 2025**.