

Behind every lifelong music lover is a moment that sparked it all. At the public institution **Centre de Musiques Amplifiées - Rockhal**, we work to create those moments on stage and beyond. **Rocklab**, our creative hub and resource centre, supports artists and audiences at every step of their journey across four pillars: Discover, Create, Grow and Play.

To support our activities and daily operations, we are looking for an organised, proactive and people-oriented

## Rocklab Assistant

PERMANENT, FULL-TIME CONTRACT

Reporting to the Head of Rocklab and working closely with the entire team, you will contribute to the smooth running of Rocklab's activities, facilities and services, supporting projects, events and artist-focused initiatives through administrative, logistical and operational assistance.

### Key responsibilities

- Welcome visitors, members, artists and rehearsal room users, providing information and ensuring a positive experience at Rocklab.
- Coordinate the day-to-day management of Rocklab's rehearsal rooms, workspaces and performance spaces, ensuring they are prepared and operational for activities and events.
- Support the preparation, delivery and follow-up of Rocklab's projects and activities, including artist development programmes, residencies, networking events, showcase initiatives and young audience activities.
- Assist with administrative and logistical tasks related to projects and events, including registrations, applications, scheduling, documentation and practical coordination.
- Liaise with artists, participants, partners and service providers regarding operational and organisational matters.
- Maintain accurate records, databases and activity documentation, and contribute to the collection and organisation of reliable reporting information.
- Contribute to the effective delivery of Rocklab's activities by providing administrative, operational and routine financial support to the team.
- Support the day-to-day administration and future development of Rocklab's digital platforms and online resources, helping to maintain accurate and up-to-date information.

### Profile

- Previous experience in administration, project support, cultural organisations, event organisation, customer service or a related field is considered an asset.
- Previous experience in a team support, coordination or office management role.
- Excellent organisational skills and a structured, detail-oriented approach to work with a keen eye for processes
- Ability to manage multiple tasks and priorities simultaneously.
- Strong interpersonal skills and ability to communicate clearly.
- Strong written and spoken English and French; Luxembourgish and German are considered an asset.
- Comfortable working in a team-oriented environment.
- Confident with digital tools, including MacOS and Microsoft 365.
- Genuine interest in music, culture and the Luxembourg music ecosystem.

- Understanding of live music environments and rehearsals/performance equipment.
- Flexibility to occasionally work evenings and weekends according to activity schedules.

You enjoy helping projects run smoothly, supporting artists and audiences, and contributing to a vibrant creative environment? We'd love to hear from you.

Please send your CV and cover letter, with the subject line: Rocklab Assistant 202606, to

[jobs@rockhal.lu](mailto:jobs@rockhal.lu)

Application deadline : 05 July 2026