

At **Centre de Musiques Amplifiées - Rockhal**, a public institution, each event is brought to life by people who are passionate about creating exceptional live experiences. As Luxembourg's leading concert venue, we welcome internationally acclaimed artists, emerging talent, audiences, partners and guests, with hospitality at the heart of everything we do.

To strengthen our team, we are looking for a passionate, organised and service-oriented

Event & Hospitality Assistant

PERMANENT CONTRACT | FULL TIME

Working closely with colleagues across all teams, you will contribute to enhancing the hospitality experience we offer, coordinating services and supporting event operations to ensure each event is executed with care, professionalism and attention to detail.

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 ensure timely and efficient service delivery, in areas such as catering, merchandise, décor and other event services.
- Oversee operations and ensure smooth hospitality services for the public, artists, premium and VIP guests.
- 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.

Profile

- Education or proven experience in Hospitality Management or Event Production. Knowledge of the live entertainment industry and a passion for music and events are a plus.
- Skilled in handling large-scale catering and/or restaurant operations.
- Strong organisational and time-management skills, with the ability to prioritise tasks effectively, to anticipate needs and resolve issues efficiently.
- Comfortable using digital tools, including macOS and Microsoft 365.
- Excellent verbal and written communication skills in French and English. Proficiency in Luxembourgish and German is a plus.
- Collaborative spirit, ready to work effectively with different teams and contribute positively to the event environment.
- Willingness to work flexible hours, including evenings and weekends, in line with the event schedule.
- Valid B driving licence and possession of a vehicle.

We believe that great events are made by great people. If you're ready to bring your skills, energy and passion to the Rockhal team, we would love to hear from you.

Please submit your CV and a cover letter outlining your relevant experience to jobs@rockhal.lu by 9 August 2026 with the subject **Event & Hospitality Assistant 202607** to ensure your application is processed correctly.