



CELEBRATING  
**WORLDPRIDE  
& EUROGAMES★**

**#YouAreIncluded**

# Production Coordinator

In August 2021, a huge LGBTI + event will be held in Copenhagen and Malmö when WorldPride and EuroGames will take place simultaneously under the name: **Copenhagen 2021**.

WorldPride is the world's most significant LGBTI+ event and every year EuroGames gathers over 4000 athletes from all over the world for an ambitious sport tournament. These two events will be combined in Copenhagen for the first time ever, thus creating history with a large-scale mega event.

The planning for this historic event is in full swing and a Production Coordinator is now being sought to be part of the team. We are looking for someone with extensive experience in planning and running major events, a person who thrives with a varied work life, who is ready to take great responsibility and is a distinct team player.

## Your role

As a Production Coordinator, you will refer directly to the Head of Production, who has the overall responsibility for production and execution.

You will have specific areas/venues that you will be responsible for planning, budgeting, developing and ultimately executing. All this in collaboration with the area managers who are responsible for the concept and programming, technical suppliers and volunteers. You will also have close cooperation with the municipality regarding permits.

In addition to the very specific tasks of planning areas and venues, you will also assist the Head of Production with various smaller and bigger tasks related to the planning of the event.

Examples of this could be:

- Management of production database
- Artist & crew catering
- Volunteer coordination

You will be a central part of the production team entering the crucial phase of planning towards the summer of 2021.



## About you

We are looking for a colleague who is passionate about creating ambitious and well-run events. It is not important to us that you have any specific education, rather that you have relevant experience and are able to work independently and take responsibility. Your profile is:

- A production coordinator who has min. 3 years of experience from work with development, planning and execution of major events and / or cultural productions
- You have experience of working with municipalities and authorities
- A person who works in a structured and thorough manner
- A person who is comfortable navigating in hectic and busy surroundings
- A person who has a creative approach to problem solving and who can contribute with innovative solutions to challenges
- A person who can remain calm and lead with an overview and a smile even under pressure
- Linguistically strong in both writing and speech. Ideally, you are fluent in Danish and English
- Experienced Office user and a seasoned mail-writer who takes pride in being thorough, orderly, and efficient in their work

Experience drawing in AutoCAD or similar drawing program is a plus, but not a requirement. It is also a great advantage to have experience with volunteering, both as a volunteer and as a volunteer manager.

## Formalities

The job is full-time rated at 37 hours per week (including lunch break). Working hours vary and there will be evening and weekend work.

Start is 1 January 2021 or as soon as possible thereafter. The job is limited in time and ends on 1 October 2021.

Salary will be negotiated.

The workplace will primarily be at Happy Copenhagen's office at H.C. Andersens Boulevard 27, but there may be limited travel activity.

If you want to hear more about the position or have other questions, you are welcome to contact Head of Production Jeppe James: [production@copenhagen2021.com](mailto:production@copenhagen2021.com)

## Application / Interviews

Please send your application to: [production@copenhagen2021.com](mailto:production@copenhagen2021.com)

Applications can be sent in Danish or English.

**The application deadline is Monday 14 December 2020.**

**Interviews will be held on 17/18 December 2020**

Due to the current COVID19 situation we will conduct the interviews online.

