

Vacancy **PRODUCER** **Hub South West**



ABOUT EIT CULTURE & CREATIVITY

EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centers and universities with the aim to tackle global challenges Europe faces, e.g. in Climate, Raw Materials, Urban Mobility or Manufacturing. For more please visit www.eit.europa.eu. The European Institute of Innovation and Technology (EIT) launched 2023 the building of the Innovation Community for the Cultural and Creative Sectors and Industries (CCSI), called EIT Culture & Creativity (EIT CC).

EIT Culture & Creativity's mission is to support growth, jobs and competitiveness in CCSI to compete on global markets through providing interventions to CCSI and sector-specific challenges in education, innovation and business creation and foster interdisciplinary and cross-sector collaboration. In this way, EIT Culture and Creativity unlocks the innovative potential of its fragmented ecosystem, contributing to Europe's triple transition and building a new understanding of competitive entrepreneurship. We will focus on the following priority areas, each having its unique challenges and a need for intervention while representing a significant share of the EU CCSI workforce and revenue: Architecture, Audiovisual, Cultural Heritage, Gaming and Fashion.

To represent the diversity of the CCSI stakeholders, from profit to non-for-profit organizations, EIT Culture & Creativity set up a two-strand governance under German law: A nonprofit association (EIT CCSI e.V.) and a Limited Company (EIT Culture & Creativity GmbH), both legally registered in Cologne.

EIT Culture and Creativity GmbH (EIT CC) is funded in the first years by grants of the EIT, while the EIT CCSI e.V. receives membership fees from its partners to provide, under German law tax exempt, services for the CCSI ecosystem. EIT Culture & Creativity aims to become financially sustainable and independent from public grants or membership fees over the course of 15 years. Starting from 2025, EIT CC will execute an investment portfolio approach holding equity in the start-ups and scale-ups that join its various Business Creation and Innovation programmes. In the long term, EIT Culture and Creativity aims to be financially sustainable by the returns from these investments and equity, effectively acting as an impact investor.

For more please visit www.eit-culture-creativity.eu.

EIT Culture & Creativity now invites applications for the position of:

PRODUCER

HUB SOUTH WEST

1 FULL-TIME POSITION AT EIT CULTURE & CREATIVITY

ABOUT THE POSITION

Are you an organized, proactive professional passionate about driving impactful cultural and creative

initiatives? Join the EIT CC South West team as a **Producer**, where you will take the lead in coordinating our operational activities and orchestrating successful events.

In this key role, you will collaborate closely with the Regional Director Hub South West to support essential administrative functions—including reporting, monitoring, and stakeholder communication—while also partnering with the Business Development Manager to strategically plan and manage our annual event production calendar.

If you thrive in dynamic environments and enjoy bringing creative projects to life with precision and energy, this is the perfect opportunity to make a meaningful impact in the cultural and creative ecosystem.

The Regional Hub South West is a key component of the governance structure of EIT Culture and Creativity, fostering strong connections within local ecosystems by providing dedicated physical spaces for collaboration and interaction. The Hub initiates, hosts, and executes a diverse range of KIC activities, serving as a dynamic platform for the exchange and development of innovative ideas. Its operational scope spans a broad geographical area encompassing Spain, Portugal, and the South of France.

As Producer, you will be responsible for delivering the EIT CC value proposition by implementing both the general services of EIT CC and the region-specific initiatives of EIT CC South West. Your role will directly contribute to achieving the organization's impact goals, supporting the pathway to impact, and meeting key performance indicators (KPIs) [Strategic Agenda 2024-2027](#).

ABOUT THE TASK

As Producer you are in charge of

- Supporting the Director in the company's logistics, accounting, finance and other administrative activities.
- Oversee the management of the annual event calendar and execute individual events, both online and on-site across the region. This includes negotiating contracts with subcontractors and venue providers, managing event budgets, and coordinating participant arrangements in collaboration with the Business Development Manager.
- Maintaining office supplies and liaising with providers.
- Keeping communal spaces in good order throughout the day.
- Assist the Director with budget oversight and financial accounting tasks.
- Proofreading and distributing materials like agendas and minutes as well as notetaking in meetings.
- Manage general business communications, ensuring that information is appropriately directed to relevant departments.
- Assist with travel arrangements.

- Events planning support and coordination when needed.
- Helping with any bookkeeping, data entry, and general administrative tasks.
- Assisting new starters with getting settled and with any office equipment issues.
- Handling administrative tasks.
- Maintaining project documentation.
- Assisting with planning and implementation.
- Tracking project progress.

You will collaborate closely with the Director of the Regional Hub and the Business Development Manager, as well as coordinating with five other regional Hubs and the EIT Culture & Creativity Headquarters in Cologne, Germany. Your responsibilities will include supporting the organization and execution of the Regional Hub's seminars and meet-ups, joint events with partners and collaborative organizations, and participation in booths or other activities at business events and trade fairs across the entire Hub region, with selective involvement in international and global events.

THE MISSION

You will assist the Regional Hub Director and local team in sustaining and advancing the EIT Culture & Creativity organization, while contributing to the implementation of its multi-annual strategy. Additionally, you will play a key role in enhancing the awareness, visibility, and understanding of EIT Culture & Creativity's activities within the business and industry communities of the EIT CC South West region, as well as among companies and organizations operating in the creative industries and cultural sectors.

Working closely with the EIT Culture & Creativity Headquarters' communications team, you will ensure adherence to brand guidelines and the overall communications strategy, providing support for their initiatives within the region.

Our primary target groups include organizations within the Creative Cultural and Social Innovation (CCSI) sector, encompassing companies, institutions, universities, and cultural hubs. The focus areas prioritized are architecture, fashion, cultural heritage, audio-visual media, and gaming. You will facilitate collaboration across education, research, business, and public institutions to support the effective integration of the Knowledge Triangle in all activities.

Furthermore, you will provide cross-departmental support for initiatives and activities across other programs and Regional Hubs within EIT Culture & Creativity.

THE REQUIREMENTS

To be successful in your role, you must have

- Proven experience in accounting, budgeting, and financial reporting
- Demonstrated expertise in event organization, including scheduling, budgeting, procurement, execution, and post-event reporting
- Proficient in IT tools such as the MS Office Suite, video conferencing platforms, and audio-visual systems
- Experience in project management and familiarity with relevant project management tools
- Knowledge of financial regulations related to Horizon Europe and other EU programs; experience with financial reporting within the European Institute of Innovation and Technology (EIT) framework is an advantage
- Strong understanding of financial sustainability principles and a commitment to the commercialization of activities, services, or organizations supported by EIT Culture & Creativity
- Excellent verbal and written communication skills in English and Spanish; proficiency in Catalan and other EU languages is highly desirable
- Proactive, self-motivated, and able to work independently

Following experience is seen as a plus:

- In-depth knowledge of the Culture and Creative Sector
- Experience working within global, European, or international multi-stakeholder environments
- Proven track record in networking and collaborating with diverse organizations, including public institutions, private companies, and NGOs

Your objective will be to foster a vibrant EIT CCSI community, where members derive tangible benefits from their participation. You will be dedicated to cultivating a learning organization and contributing to the development of an international, committed, and experienced team focused on engagement and service delivery.

As a highly effective communicator and collaborative team player, you will be instrumental in further strengthening the community. In the role of Producer, you will demonstrate strong problem-solving and decision-making skills, with the ability to work effectively with individuals from diverse cultural and professional backgrounds.

This key position within the EIT Culture & Creativity Regional Hub South West offers a unique opportunity to make a meaningful impact on a competitive, open, and responsible creative community across Europe.

WE OFFER

- A competitive salary with benefits (salary band between 60.000 - 65.000 EUR, depending on your experience)
- Participation in building a company with ambition to contribute to the future of Europe
- Fast and flat processes, straight internal communication, low hierarchies, and freedom to operate
- An organization with a dynamic and friendly team at modern and well-located office facilities

LOCATION

The position is based at the EIT Culture & Creativity Co-Location Centre South West office in Barcelona, Spain. Remote work may be arranged in accordance with company policy and mutual agreement. While extensive travel may be required occasionally, it is not a regular expectation.

By the closing date of this call candidates must have a working permit valid to work in the country of employment.

PREFERRED STARTING DATE

The starting date of the vacancy is as soon as possible.

REPORTING

The Producer will report to the Director of the EIT Culture & Creativity Regional Hub South West.

DIVERSITY & INCLUSION

EIT Culture & Creativity aspires to be an equitable and inclusive community. We nurture an open culture, where everyone is supported to fulfil their potential. We see inclusivity of talent as the basis of our success, and the diversity of perspectives and people as a highly valued outcome. EIT Culture & Creativity provides equal opportunities to all employees and applicants regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, functional impairment, citizenship, or any other aspect which makes them unique. We look forward to welcoming you to our community.

SELECTION PROCESS

A Selection Committee of experts will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential for avoiding conflicts of interest. Shortlisted candidates are invited to virtual interviews in the first round and can be also invited to a personal interview in the next round at EIT Culture & Creativity CLC-South West with the Selection Committee. Candidates may be asked to provide proof of qualifications, background, skills, and

experience by providing relevant documents. Candidates can be also invited for interviews on other now or formerly open job vacancies of the EIT Culture & Creativity.

PRIVACY NOTE

Data protection is secured according to the European General Data Protection Regulation GDPR (Directive 95/46/EC). The applications will be stored by EIT Culture & Creativity in charge of this hiring service and will only be shared with individuals involved in the selection process.

APPLICATION PROCESS AND ADDITIONAL INFORMATION

A complete application should consist of:

- I. Europass Curriculum Vitae, Europass CV <https://europass.europa.eu/en/create-europass-cv>.
- II. A motivation letter describing briefly how you meet the criteria outlined and your vision for the role (no longer than 2 DIN-A4 pages).

Please apply under this [Application Form](#).

Important: The application should be written in English. Only complete applications will be evaluated (full curriculum vitae and motivation letter, in two separate files).

The job vacancy will be open until **21 November 2025** at 18:00 (CET). For questions regarding the application process, please contact hiring@eit-culture-creativity.eu. If you would like to learn more about the EIT Culture & Creativity, visit www.eit-culture-creativity.eu.

Take the lead in this exciting journey. Send us your application now!

DISCLAIMER

The document dated 23 October 2025, might be subject to change; all changes will be made visible in future versions.