



CPDP Conference

VACANCY: Conference manager (f/m/x) - 4/5

Brussels, October 2023

About us

Privacy Salon vzw is a small Belgian non-profit with its origins in the LSTS research centre at the Vrije Universiteit Brussel. For 16 years, we have been organising the annual CPDP conference in Brussels: an international gathering of data protection, privacy and technology experts from academia, institutions, and industry. Behind this operation is a small but driven international team, which is looking for a new manager (m/f/x) for the CPDP conference starting in January 2024.

Job Description

The CPDP manager (m/f/x) brings the conference to life in close collaboration with the two co-directors, the committees and partners. The manager plays crucial roles in management, coordination, and execution of the CPDP conference, which is a renowned event with a strong brand and active community. They are the central node in coordinating a variety of internal tasks as well as external partners: the communication team, administration, scientific committee, programme director, the board; the conference bureau, caterers, logistical partners, sponsors etc. They will retain existing partnerships and sponsorships and, importantly, build new ones to ensure a healthy future for CPDP in the years to come. Regular travel is required for in-person meetings mainly in Brussels, Ghent and Antwerp but also other cities and/or countries may need to be visited infrequently.

After evaluation, the CPDP manager will become CPDP's full time managing director.

Your tasks

- Daily conference coordination.
- Design and execution of a dynamic events programme in collaboration with a team of colleagues, partners, and the conference committees.

- Practical and logistical organisation of the conference, communication, coordination, and follow-up with venues, catering and logistics before and during conference.
- Fundraising and networking.
- Partner and sponsor coordination, communication and administration.
- Follow-up of financial administration with the relevant colleague.
- Communication and coordination with scientific committee of the CPDP conference.
- Communication and coordination with programming team of the conference.
- Contribution to the different conference calls (panels, workshops and papers) in collaboration with programming and scientific committees.
- Draft the call for panels and review all calls, panel content, quality check, scheduling, programming and follow-up of panels.
- Organization of CPDP (political) panel.

Your Profile

- You have extensive knowledge in the broad domain of privacy and data protection, information technologies and/or AI.
- You have at least a bachelor's degree (or equivalent through experience) and at least 2 years of relevant experience in management of cultural events and/or conference organization.
- You have experience in budget management.
- You have very good knowledge of English and Dutch (written and spoken) and you can speak French (other languages are a plus).
- You take initiative and you can work independently.
- You can handle several projects at the same time, and you know how to set your priorities and respect deadlines.
- You have the necessary communication skills, empathy, talent and energy to negotiate, network and collaborate (internally and externally).
- You have persuasiveness, initiative, organisational skills, and decisiveness.
- Based on your enthusiasm and personality, you know how to motivate others and bring peace within a team.
- You are flexible, both in terms of job content and working hours.
- Fundraising experience is a plus

Please apply before November 17th, 2023 with a motivation letter of max. 1 page and a CV via email to thierry@privacysalon.org and/or jonas@privacysalon.org



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www.privacysalon.org - thierry@privacysalon.org

