



Vacancy overview

MANAGEMENT

The following management vacancies are available: Team Manager, Financial Manager, Technical Manager, and Internal Manager.



TEAM MANAGER

As Team Manager, you will be responsible for leading the team by setting long-term and short-term goals for the entire team. You are responsible for the fact that the team has to maintain its identity and purpose. Furthermore, you are the first contact point for Innovation Space and external parties. You represent the team in case of pitches and presentations. As Team Manager, you need to monitor whether the team works efficiently by reflecting on the internal processes of the team. The Team Manager is part of Team IGNITE's management team. You are the chair of the management team, so you prepare and lead the meetings.

All this makes it a varied function, in which you have a lot of freedom to organize this in your way. As the team's leader, you take initiative, push the team forward and build an ambitious strategy for the future of the team. This position gives you plenty of room to develop professionally and build up a valuable network.

When?

Full-time

Between September 2023 – June 2024

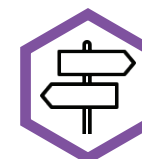
Skills to learn or further develop?



*natural leader or
willing to become one*



communication



flexibility



strategic thinking

FINANCIAL MANAGER

As Financial Manager, you will be responsible for all financial matters of the team and ensure that the progress of the project is as efficient as possible. When making financial decisions within the team, you will always play an important role and will have to consult to see which choices will benefit the team the most. In addition to the financial decisions, the financial records must be kept correctly. Accounting is therefore part of your role. It does not matter if you do not yet have experience with this, there is plenty of opportunity to discover this. The Financial Manager is part of Team IGNITE's management team.

Ultimately, the most important aspect of your role is to maintain an overview of the entire team's finances. You are a central figure between the management team, business team, communication team, and all the project teams.

When?

Full-time or part-time

Between September 2023 – June 2024

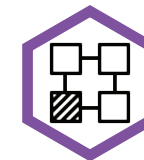
Skills to learn or further develop?



knowledge of finance



critical thinking



structured



strategic thinking

TECHNICAL MANAGER

The technical manager oversees the development and implementation of the projects undertaken by the team. By taking into account (design) trends, customer needs, project-team needs, and technical needs they keep track of the end goal as well as ensure streamlined projects and high-quality final results. Additionally, the technical manager ensures quality by implementing standards and processes in collaboration with the board. The technical manager also ensures all teams follow the guidelines set by the board and make sure deadlines are met. You are THE connection between project teams and the board and will be in regular contact with companies,

- Close contact with project managers
- Project managers meetings (Contact person for project related questions)
- Get an idea of teams concepts, technical challenges, needs, asks, etc.
- Connect with and attend meetings with partners on technical level
- Responsible for quality of projects
- Knowledge sharing across all project teams
- Ensure the teams can access the necessary tools and materials
- Technical strategy
- Technical policy making (in collaboration with the board)
- Vision of the technical process

When?

Full-time

Between December 2023 – June 2024 with the possibility to extend

Skills to learn or further develop?



natural leader or willing to become one



critical thinking



analytical



strategic thinking

INTERNAL MANAGER

As Internal Manager, you will be responsible for internal events within Team IGNITE. You are the first contact point when recruiting new team members. You analyze what their needs and skills are and allocate them to the best place in the team for them! You are the confidential person on the team, people can always talk to you about their professional or personal issues. You will make sure that everybody meets their potential by focusing on the personal development of people within our team. You are responsible for the fun team evenings every Wednesday. During these evenings team updates take place, we eat dinner together and the team enjoys fun activities.

The Internal Manager is part of Team IGNITE's management team.

When?

Full-time or part-time
Between September 2023 – June 2024

Skills to learn or further develop?



social & friendly



communication



emotional intelligence



organization

BUSINESS

The following business vacancies are available: Business Manager, Technical Partner Manager, Operational Manager, Client Manager and Events Manager.



BUSINESS MANAGER

As Business Manager, you will be responsible for making sure the business team will achieve all its goals. You work as a sparring partner for everyone on the business team, as well as keeping the overview of all events and presentations, making sure the planning is feasible. The business manager will have a broad knowledge of all the aspects of the business team to make sure everything runs smoothly. You are the chair of the business team, so you prepare and lead the business meetings, and you are part of the management teams as well.

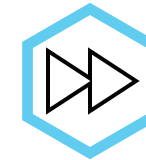
Since the business manager keeps the overview of the whole business team, their job is versatile, one day you will be at a partner, while the other day you travel all around to visit events. This means you can let all your creativity flow throughout the whole team. All in all, this job will bring you a lot of managing, planning, communication, and organizational skills and above all a very valuable network for the future.

When?

Full-time

Between September 2023 – June 2024

Skills to learn or further develop?



daring to take initiative



communication



marketing & bargaining



planning

TECHNICAL PARTNER MANAGER

As Technical Partner Manager, you will be responsible for maintaining and creating relationships with Technical partners. These are companies that support team Team IGNITE in various very crucial ways, they are therefore essential to the survival of the team. You are the face of Team IGNITE for any Technical company. Being the bridge between the companies and the team means you will expand your network enormously!

You must be able to manage expectations and are always looking for ways in which Team IGNITE and its partners can strengthen each other. You should think creatively about events, presentations, and a lot more. It is important that you are the one who knows what the project will need in the future. The Technical Partner Manager is part of Team IGNITE's business team.

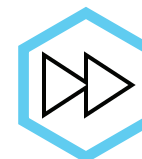
Forward-thinking and good contact with the designers & engineers within the team and understanding what they need are therefore essential. You will learn a lot of new information about a wide variety of technical companies and products. This position gives you plenty of opportunities to meet businesses (in the Brainport area) and build up a valuable network.

When?

Part-time

Between September 2023 – June 2024

Skills to learn or further develop?



daring to take initiative



communication



networking



professional

OPERATIONAL PARTNER MANAGER

As Operational Partner Manager, you will be responsible for maintaining and creating relationships with all non-tech partners, such as sponsors, ambassadors and light festivals. These are companies that support team Team IGNITE in various very crucial ways, they are therefore essential to the survival of the team. You are the face of Team IGNITE for any non-tech company. Being the bridge between the companies and the team means you will expand your network enormously! The Operational Partner Manager is part of Team IGNITE's business team.

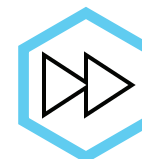
Professionally, you can develop yourself not only through contact with partners but also things like presenting and drawing up contracts are part of your task. Being the Operational Partner Manager will bring you to a lot of interesting companies, and seeing their internal processes is a cool extra of the task. If you want to grow professionally but also learn a lot about business negotiations, Operational Partner Manager is the job for you!

When?

Part-time

Between September 2023 – June 2024

Skills to learn or further develop?



daring to take initiative



communication



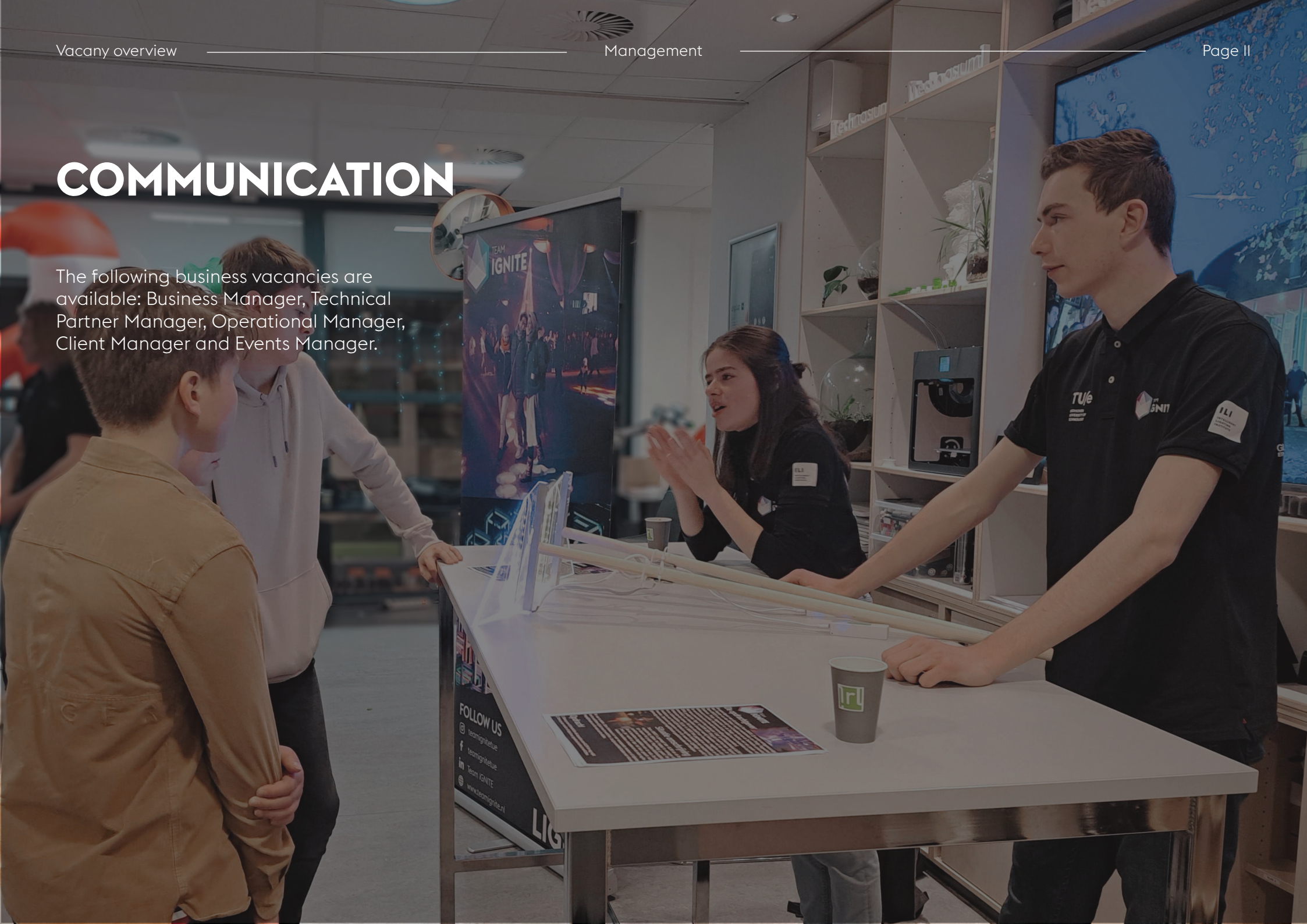
networking



professional

COMMUNICATION

The following business vacancies are available: Business Manager, Technical Partner Manager, Operational Manager, Client Manager and Events Manager.



COMMUNICATION MANAGER

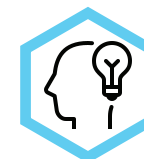
As Communication Manager, you will be responsible for all external communications, both online and offline, where the brand, efforts, and announcements of Team IGNITE are presented to the outer world. You want to make sure that you leave external parties with a positive impression of Team IGNITE. Developing marketing strategies and creating content are important responsibilities of a Communication Manager at Team IGNITE. You are the chair of the communication team, so you prepare and lead the communication meetings, distribute incoming responsibilities, track the communication cluster's progress, and communicate this to the management team.

Team IGNITE has strong branding and as the Communication manager, you can create new things daily. Having an eye for detail, planning, and being able to accurately and engagingly convey the message of Team IGNITE through cool pictures, videos, posters, and events is something that should give you energy!

When?

Full-time or part-time
Between December 2023 – June 2024

Skills to learn or further develop?



creativity



communication



strategic thinking



eye for aesthetics

SPOKESPERSON

As a Spokesperson, you will be responsible for the communication of information face-to-face to the outer world, beyond the team. You are the face of the team to the public and should get energy and natural enthusiasm when telling others about Team IGNITE. You are not only responsible for conveying the messages, but also for the development of the key messages. (media) Interviews, recruitment events, and presenting the team both formally and informally should be expected.

When?

Part-time

Between now – June 2023

or August 2023 – December 2023

Skills to learn or further develop?



creativity



communication



pitching & public speaking



enthusiasm

EVENT MANAGER

As Events Manager, you will be responsible for all events that Team IGNITE participates in and organizes. These can be different events, from a booth at an external party to organizing our Team IGNITE partner event. You make the script and are responsible for the road to the event and everything that happens around it. You do everything to increase exposure in the Eindhoven region and beyond. For this, you are in contact with various external parties and easily build up a network. One of the most important qualities you need to have is that you can keep an overview of different processes and people, and can take responsibility. The Event Manager is part of Team IGNITE's business team.

As an Event Manager, you should have the ambition to organize spectacular events, as well as communicating and managing our expectations of different external event parties. You are an essential role right on the edge of the business and project teams, creating cool memories for the whole team.

When?

Part-time

Between September 2023 – June 2024

Skills to learn or further develop?



creativity



flexibility



attention to detail



planning & organization

GRAPHIC DESIGNER

As Graphic Designer, you will be responsible for creating visual concepts, using computer software or by hand, to communicate ideas that inspire, inform, and captivate consumers. You develop the overall layout and production design for applications such as advertisements, brochures, magazines, and reports, and have a special responsibility in the creation and enhancement of Team IGNITE's style guide, both externally and within the team. You have an eye for detail and aesthetics and can think out-of-the-box to wow the audience with IGNITE's unique style and care for this.

When?

Part-time

Between December 2023 – June 2024

Skills to learn or further develop?



creativity



Adobe Creative Cloud software



attention to detail



eye for aesthetics

SOCIAL MEDIA MANAGER

As Social Media Manager, you will be responsible for developing strategies to increase followers, creating and overseeing social campaigns, producing content, reviewing analytics, and actively communicating online with the audience. Tasks include analyzing engagement data, identifying trends in customer interactions, and planning digital campaigns to build community online. Aesthetically pleasing feeds should spark your energy! Also, capturing the team's efforts in photography or videography for content creation, or outsourcing the required skills to do so is important. On-the-spot content creation when spotting opportunities to connect with the online audience is combined with strategic and structured planning using posting tools.

When?

Part-time

Between December 2023 – June 2024

Skills to learn or further develop?



creativity



branding



*photography &
videography*



eye for aesthetics

ALL-AROUND DESIGNER

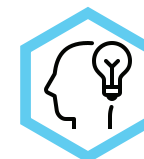
As All-around Designer, you will be responsible for keeping the website up to date, creating newsletters, designing and arranging the team clothing, contacting photographers & videographers, and any other tasks that don't fall within the above-described functions. You work closely with the other functions described to make sure everything can be arranged well. For example, you work with the business team to know which partners need to be on the team clothing. You are working on many different tasks, and you are up-to-date on the different parts of the team. You are able to work with lots of different people in the team. But also get in touch with other creatives like photographers, videographers, and people with experience in the field of communication.

When?

Part-time

Between December 2023 – June 2024

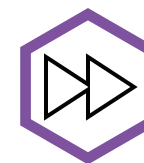
Skills to learn or further develop?



creativity



communication



daring to take initiative



flexibility