



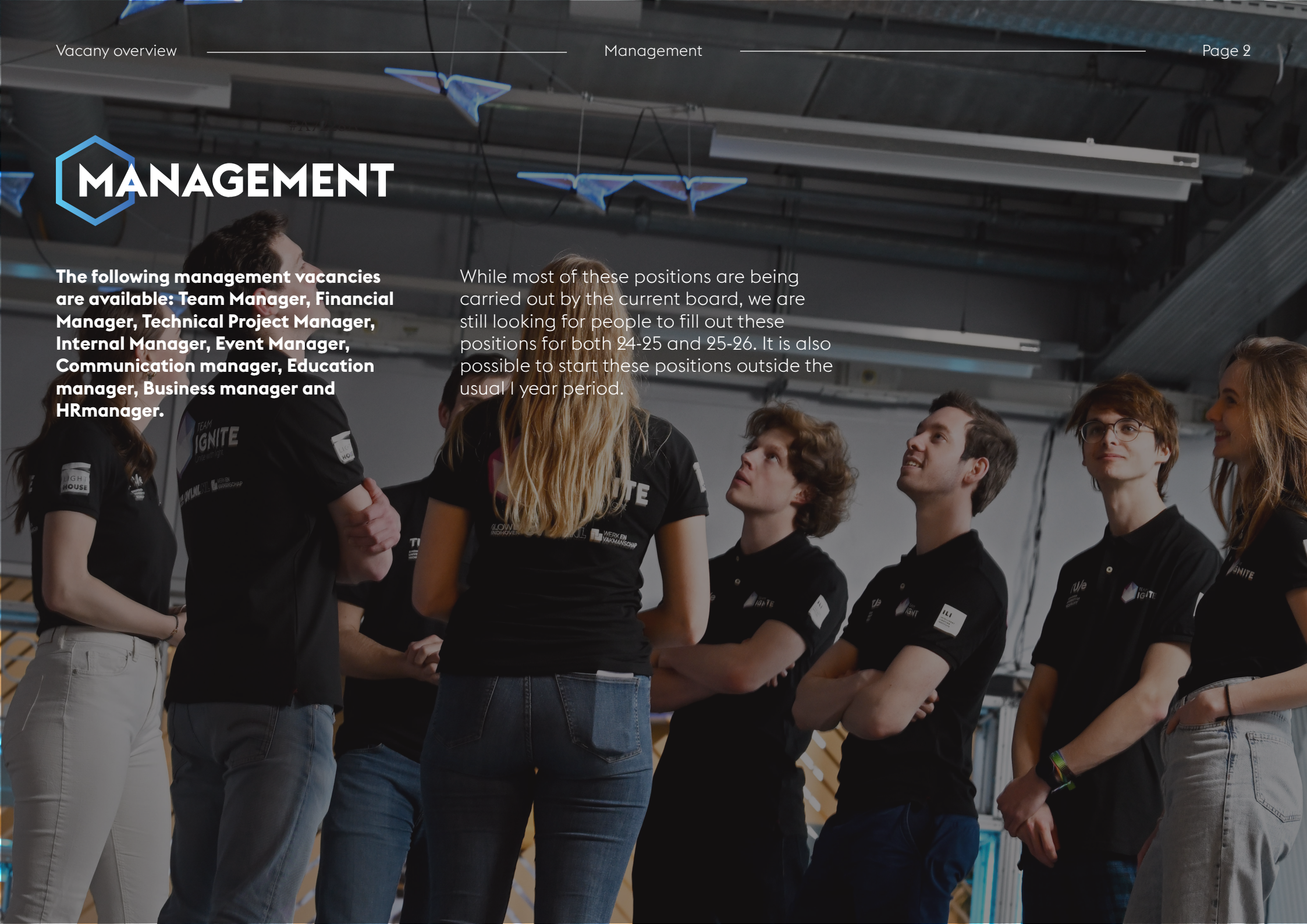
Vacancy overview

October 2024

MANAGEMENT

The following management vacancies are available: Team Manager, Financial Manager, Technical Project Manager, Internal Manager, Event Manager, Communication manager, Education manager, Business manager and HRmanager.

While most of these positions are being carried out by the current board, we are still looking for people to fill out these positions for both 24-25 and 25-26. It is also possible to start these positions outside the usual 1 year period.



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/Part-time

Between June 2025 – June 2026

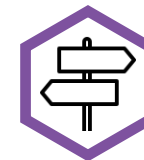
Skills to learn or further develop?



*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/Part-time
Between June 2025 – June 2026

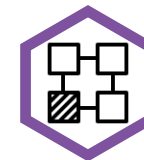
Skills to learn or further develop?



knowledge of finance



critical thinking



structured



strategic thinking

TECHNICAL PROJECT 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/Part-time

Between June 2025 – June 2026

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 June 2025 – June 2026

Skills to learn or further develop?



social & friendly



communication



emotional intelligence



Conflict resolution

HUMAN RESOURCES (HR) MANAGER

As HR manager you are responsible for making sure the collaboration within the teams goes well. This means making sure that tensions are resolved and people communicate with each other. This means that you will have weekly meetings with different project teams or clusters to discuss their collaboration and offer a space to talk to someone. Most important about this function is emotional intelligence and being able to be empathetic enough while still remaining neutral. The HR manager also usually plays a role in community building and assists the Internal manager in several tasks.

The HR Manager is part of Team IGNITE's management team, but is not required to be in the board.

When?

Part-time

Between June 2025 – June 2026

Skills to learn or further develop?



social & friendly



communication



emotional intelligence



organization

EDUCATION MANAGER

As Education Manager, you will be responsible for supervising and guiding students outside of the student team in learning our creative engineering mindset. This can be with a TU/e course or with project teams from for example a high school Technasium. You provide mentorship to students on academic and project-related matters, ensuring that students receive the necessary support in creating their own interactive light artworks inspired by our projects and vision. You not only support students in guiding them, but you also design and develop the assignments the students need to work on. You are the contact person for the students, teachers and schools. But most of all, you get a chance to inspire the new generation of engineering students on the potential of light, technology and design.

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

When?

Part-time

Currently available at least until June 2025

Next available between June 2025 - June 2026

Skills to learn or further develop?



communication



collaboration



mentorship & teaching



planning & organization

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.

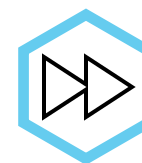
When?

Full-time

Currently available at least until June 2025

Next available between June 2025 - June 2026

Skills to learn or further develop?



daring to take initiative



communication



marketing & bargaining



planning

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.

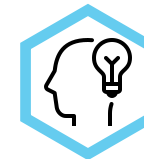
Team IGNITE has strong branding and as the Communication manager, you can create new things daily. Having an eye for detail, planning, and being able to accurately and engagingly convey the message of Team IGNITE through cool pictures, videos, posters, and events is something that should give you energy!

When?

Full-time or part-time

Between June 2025 - June 2026

Skills to learn or further develop?



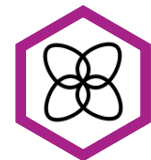
creativity



communication



strategic thinking



eye for aesthetics

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.

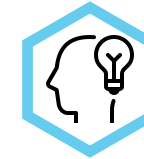
When?

Part-time

Currently available at least until June 2025

Next available between June 2025 - June 2026

Skills to learn or further develop?



creativity



flexibility



attention to detail



planning & organization



BUSINESS CLUSTER

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

The business cluster works on making sure that the team can depend on the funding and support of our partners. Many of the tasks include going to meetings and both initiating and maintaining contact with the partners. In addition you learn a lot about setting up contracts and gain a deep understanding of how businesses operate that will leave you with incredibly valuable skills and contacts.

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.

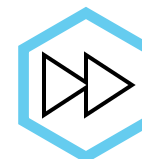
Forward-thinking and good contact with the designers & engineers within the team and understanding what they need are therefore essential. You will learn a lot of new information about a wide variety of technical companies and products. This position gives you plenty of opportunities to meet businesses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

When?

Part-time

Between now – June 2025

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.

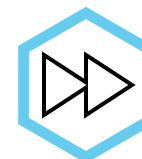
Professionally, you can develop yourself not only through contact with partners but also things like presenting and drawing up contracts are part of your task. Being the Operational Partner Manager will bring you to a lot of interesting companies, and seeing their internal processes is a cool extra of 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 now – June 2025

Skills to learn or further develop?



daring to take initiative



communication



networking



professional

COMMUNICATION CLUSTER

The following communication vacancies are available: Spokesperson, Videographer, Graphic Designer, Social Media Manager, All-round Designer.

The communication cluster is a group of people that work together to communicate the brand and vision of IGNITE through various mediums to different parties. These include: Press and media, website, social media and promotional materials and all other kinds of visuals. In addition the cluster also aids the process of the project groups by providing several workshops about storytelling. Main skills to learn are graphic design, writing, planning and strategy. The cluster supports each other in tasks and the weekly meeting offers a moment to give and receive feedback on each others work. Creativity is stimulated as the members share ideas.



SPOKESPERSON

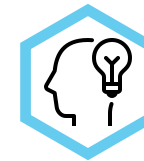
As a Spokesperson, you will be responsible for the communication of information face-to-face to the outer world, beyond the team. You are the face of the team to the public and should get energy and natural enthusiasm when telling others about Team IGNITE. You are not only responsible for conveying the 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 2025

Skills to learn or further develop?



creativity



communication



pitching & public speaking



enthusiasm

GRAPHIC DESIGNER

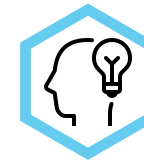
As Graphic Designer, you will be responsible for creating visual concepts, using computer software or by hand, to communicate ideas that inspire, inform, and captivate consumers. You develop the overall layout and production design for applications such as advertisements, brochures, magazines, and reports, 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 now – June 2025

Skills to learn or further develop?



creativity



*Adobe Creative Cloud
software*



attention to detail



eye for aesthetics

SOCIAL MEDIA MANAGER

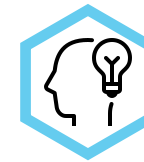
As Social Media Manager, you will be responsible for developing strategies to increase followers, creating and overseeing social campaigns, producing content, reviewing analytics, and actively communicating online with the audience. Tasks include analyzing engagement data, identifying trends in customer 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 now – June 2025

Skills to learn or further develop?



creativity



branding



*photography &
videography*



eye for aesthetics

ALL-ROUND DESIGNER

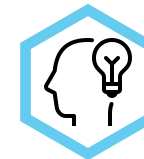
As All-around Designer, you will be responsible for keeping the website up to date, creating newsletters, designing and arranging the team clothing, contacting photographers & videographers, and any other tasks that don't fall within the above-described functions. You work closely with the other functions 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 now – June 2025

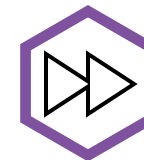
Skills to learn or further develop?



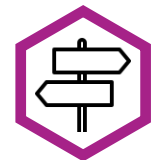
creativity



communication



daring to take initiative



flexibility

A vibrant party scene with blue streamers, star-shaped lights, and people dancing.

EVENTS CLUSTER

The following events vacancies are available: Event manager, Internal events and External events.

The events cluster is a group of people that collaborate to create all the events that IGNIGHT hosts. These include: partner events, recruitment events, community nights, community events and other events.

Some examples of events also include a gala, teamweekend, christmas dinner, family and friends day and workshops. There is also space in the events cluster to think of new events that could be included, as long as there is enough budget and it contributes to the team. There is the possibility to focus on a specific task within the team, but most likely you will be working together depending on what is next event or events coming up.

INTERNAL EVENTS

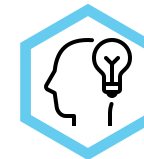
As Chief internal events you will be in charge of organising most of the internal events for the members. This includes the bi-weekly community event “IGNIGHT”. Other events may include a teamweekend or other fun activities to build community. A main focus of the Chief internal events will be to build community and make sure that the events suit the members. This means planning as well as communication to the members are vital for this role. This means you learn a lot about dealing with people and how to divide tasks.

When?

Part-time

Between now – June 2025

Skills to learn or further develop?



creativity



flexibility



attention to detail



planning & organization

EXTERNAL EVENTS

As Chief external events you will be focussing more on events that we organise for partners and the recruitment of new members. The partner events are a vital part of keeping good terms with our partners, and require a lot of time and effort. Organising such an event requires another level of attention to detail as it is required to look very professional. In addition the recruitment events are also vital for us to gain new members and communicate the message of IGNITE to a broader public. As chief external events you will be in close contact with a lot of partners and will learn how to communicate with them.

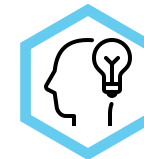
Lastly, the external events can also include helping out in placing one of our installations at an events or going to networking events in collaboration with the business manager.

When?

Part-time

Between now – June 2025

Skills to learn or further develop?



creativity



communication



attention to detail



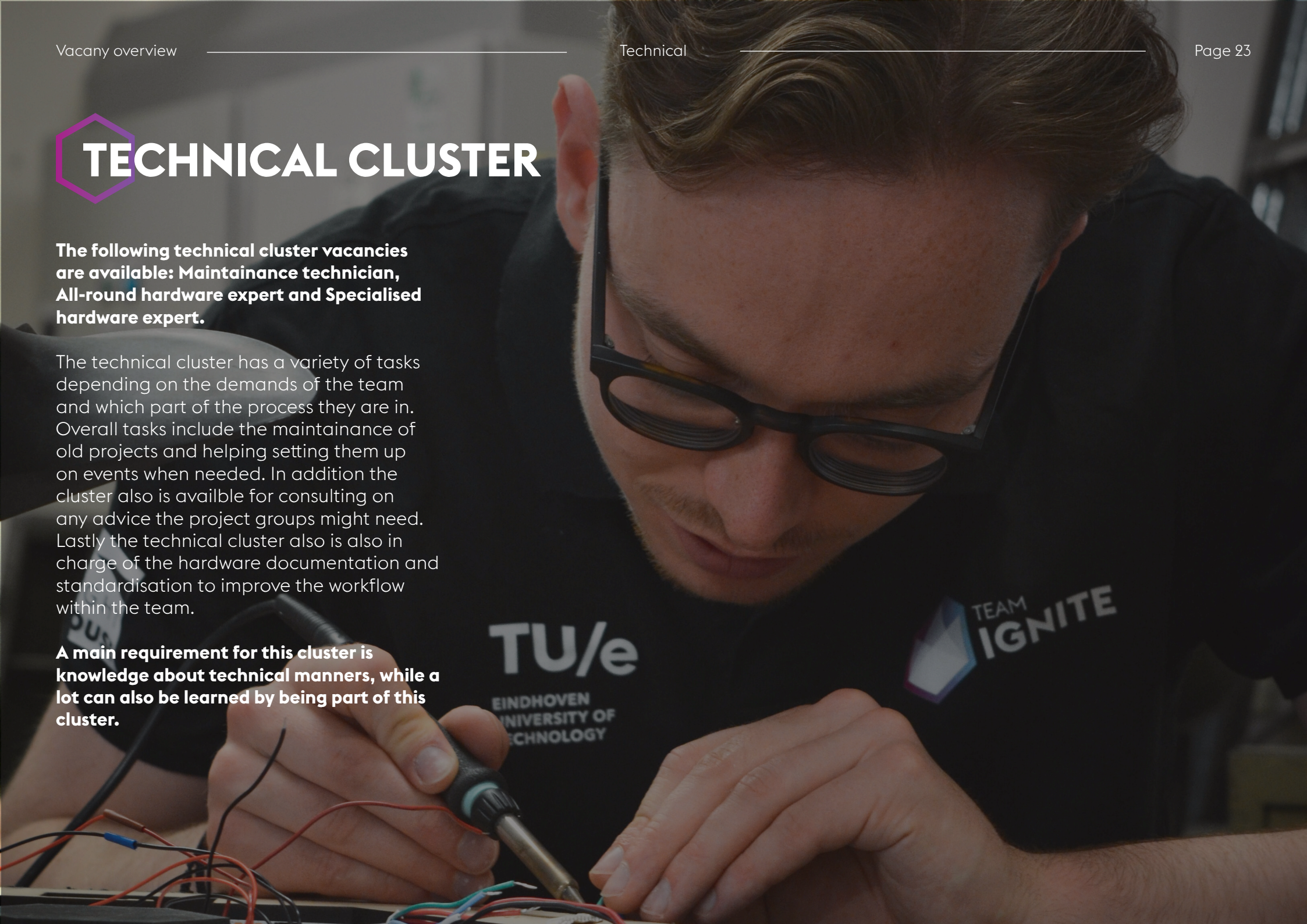
planning & organization

TECHNICAL CLUSTER

The following technical cluster vacancies are available: Maintenance technician, All-round hardware expert and Specialised hardware expert.

The technical cluster has a variety of tasks depending on the demands of the team and which part of the process they are in. Overall tasks include the maintenance of old projects and helping setting them up on events when needed. In addition the cluster also is available for consulting on any advice the project groups might need. Lastly the technical cluster also is also in charge of the hardware documentation and standardisation to improve the workflow within the team.

A main requirement for this cluster is knowledge about technical manners, while a lot can also be learned by being part of this cluster.



MAINTENANCE TECHNICIAN

After we have set up our installations we aim to also give them an afterlife, which means we place them at different festivals or locations. This means that we need people that can help setup or repair installations that we have already placed. This function requires some technical knowledge, but mostly requires good insight and troubleshooting skills. Most importantly you can get to visit the festivals where we need to setup and gain a deeper insight into the inner workings of our variety of different installations.

When?

Part-time

Between now – June 2025

Skills to learn or further develop?



technical skills



communication



networking



problem solving

HARDWARE EXPERT

In the broad sense this function entails that you provide advice on certain technical issues the project teams might experience. In addition you aid the technical project manager in the choices made about the hardware and help them document and stabilize the hardware inventory.

Being a hardware expert can also mean that you have very specialised knowledge in something, and therefore you can be asked for assistance on the topic. Some examples of this can be 3D-printing, electronics or sensors.

Overall this function does not require much

time when the project teams are in the beginning phases of their projects, and depending on the experience in the team the function will take up a bit more time in the assembly phases of the project.

When?

Part-time

Between now – June 2025

Skills to learn or further develop?



technical skills



communication



attention to detail



problem solving



ICT CLUSTER

When?

Part-time

Between June 2025 - June 2026

**The following ICT vacancies are available:
ICT expert and software expert.**

The ICT cluster is a group of people that collaborate to upkeep the ICT behind the organisation, while also consulting the project teams whenever they might need help with software.

A main requirement for this cluster is expertise in software, while being responsible is also very important.

EDUCATION CLUSTER

The following education vacancies are available: Internal education, High-school education and Higher-level education.

Since all of these positions are very low-effort one is most likely to combine several from the cluster or do it next to a project. For the internal education you can think of activities such as workshops you can organise for the project teams. While this also falls within the scope of the events cluster. The other tasks depends on whether we get requests from the university or high-schoolers looking for a new challenge.

The main requirement for this function is being a good public speaker and knowing a lot about the projects. While the latter can be aquired over time.

When?

Part-time

Currently available at least until June 2025

Next available between June 2025 - June 2026

Ervaring

- Magische ervaring
 - Uniek en opvallend kunstwerk
 - Wow factor!
- Conversatie met bol
 - Doormiddel van geluid en licht
 - Emotie in animaties

