

# Perform Europe

## Communications Officer

Full-time contract of 31 months from 1 September 2023

### *Job Description*

#### About Perform Europe

Perform Europe is a funding scheme for the European performing arts sector, supporting sustainable, inclusive, balanced and innovative collaboration projects of partners across the 40 Creative Europe countries. Through an open call, Perform Europe will grant €2,1 million to a minimum of 35 successful partnership applicants. Particular attention will be given to projects which involve underrepresented areas or groups within the Creative Europe countries.

Read more about Perform Europe [here](#).

**Perform Europe is committed to diversity, equality and inclusion within its team, and encourages qualified professionals from all backgrounds to apply.**

#### About IETM

IETM is one of the oldest and largest global cultural networks, young at heart and innovative in its strategies. IETM represents the voice of over 500 members who are performing arts organisations in the contemporary performing arts worldwide. We create, organise and execute a large range of activities each year, for our members and the wider performing arts sector. These include small and large events all over the world, advocacy actions and campaigns, research and publications, training, and community engagement. In addition, we pioneer dialogues and initiate developments on the most pressing topics in our sector and societies at large. IETM is one of the leading partners in the Perform Europe consortium, and will be the official employer of the Perform Europe team.

Perform Europe is co-managed by a Consortium of 6 organisations and co-funded by the Creative Europe programme of the European Union. More info on [performeurope.eu](http://performeurope.eu).

You can read more about IETM [here](#), and more about the governance and organisational structure [here](#).

## Role

Perform Europe is looking for a full-time Communications Officer who will execute, support and follow up on all communications tasks and phases of the project.

The main responsibility of the Communications Officer is to set and implement strategies for communications and dissemination activities for Perform Europe, announcements, open calls, reports and news. The Communications Officer will be the main editor of most of Perform Europe's written content and oversee the updating and management of the Perform Europe website.

**The Communications Officer will report to the Project Coordinator.**

## Profile

We are looking for an excellent communicator with a positive attitude and a strong interest in the arts.

### Requirements :

- Minimum three years of experience in communications in the performing arts or wider cultural sector, at a European and/or international level;
- A bachelor degree in a relevant field. A master's degree is a bonus;
- Excellent written and spoken skills in English. Other languages are a plus;
- Ability to work independently and as a team player in a multicultural environment;
- Strong organisational and planning skills, strategic thinking and practical approach to problem-solving;
- Ability to meet tight deadlines, shift between tasks and keep oversight on priorities;
- Advanced knowledge of digital platforms (preferably Drupal) and CRM tools;
- Knowledge of in-house design tools such as Adobe Creative Cloud tools (InDesign, Illustrator, Premiere etc), Canva, etc.

## Tasks and responsibilities

- Setting and implementing strategies for general communications, social media, visual policy, press relations, etc;
- Updating, managing and maintaining the Perform Europe website;
- Promotion and dissemination of Perform Europe's activities;
- Editing, proofreading and approving Perform Europe's written content;

- Managing and monitoring Perform Europe's social media channels: Twitter, Facebook, LinkedIn, Instagram and Youtube;
- Writing, producing and scheduling the Perform Europe newsletter;
- Creating visuals (Canva or Adobe Photoshop);
- Assisting the Consortium Chair and Project coordinator in representing Perform Europe;
- Work with the communications teams of Perform Europe consortium partners.

## Recruitment process

Please send your CV and cover letter outlining your motivation for the role and relevant work experience to [info@performeurope.eu](mailto:info@performeurope.eu) with the subject line: **PERFORM EUROPE - Communications Officer**.

**Deadline:** 31 May 2023 at 23:59 CEST.

Interviews will take place in the **last two weeks of June**. Interviews will be conducted in person in Brussels or online, based on availability.

## What do we offer?

The successful candidate will start on **1 September 2023**.

- This is a **full time position** (38h per week) located in **Brussels, Belgium**. We offer a hybrid working model where we aim for a balance between home and office work. The IETM team meets regularly at the IETM office and regular presence at the office is therefore required. Due to renovation of our office space at the KAAI theatre, IETM is temporarily relocated at [Rue Gallait 786, 1030, Schaerbeek](#).
- The wage is based on the Flemish salary scales for the performing arts sector (CAO PC 304) [Scale B](#).
- The contract offered has a duration of 31 months.
- Luncheon vouchers (7 euros per day worked) and a monthly contribution towards use of public transportation.
- The selected candidate is expected to work Monday through Friday (core working hours between **09:30** and 17:30). They normally will not be asked to work longer than 38 hours per week. Hours can be flexible to suit the employee – however, they will not normally

start before **08:00** and will not continue after **19:30**. Weekend work is not required except in case of exceptional deadlines or representation at events (no more than six weekends per year). Overtime will be compensated in time off.

For more information, please contact Ása Richardsdóttir at [asa.richardsdottir@ietm.org](mailto:asa.richardsdottir@ietm.org)

**To gain a deeper understanding of Perform Europe and its impact, we invite you to watch this short documentary produced last summer. The documentary is available [here](#).**