



Communication manager

Job description

We are looking for a Communication Manager to join our team in Brussels.

- Job title - Communication Manager
- Role type - Permanent, full time
- Location - Brussels, Belgium
- Reporting to - Secretary General
- Wage - Flemish salary scales for the performing arts sector (CAO PC 304) Scale A

About IETM

IETM is one of the oldest and largest European cultural networks, young at heart and in membership and innovative in its strategies.

The network connects 500 professional organisations engaged in the contemporary performing arts from over 50 countries.

Our members include independent artists and other performing arts professionals, festivals, companies, producers, theatres, research and resource centres, universities and institutional bodies.

We hold two Plenary Meetings a year in different European cities and smaller meetings all over the world.

IETM is active internationally in advocating the value of the performing arts. We run campaigns, organise meetings and influence policies, in collaboration with our members and other networks and organisations, in Europe and beyond. We commission publications on versatile topics and facilitate communication and distribution of information via our mediums as well as in public forums.

IETM was founded in 1981 as the Informal European Theatre Meeting. IETM still keeps its acronym, while having evolved into an international organisation, active both in Europe and beyond, engaging multidisciplinary membership. IETM still adheres to its core value of Informality, complemented by Equality, Curiosity and Solidarity.

The IETM Secretariat is small yet dynamic, creative and driven by the values and mission of the network. We strive to work together and create a workplace where everyone's opinion is heard and valued.

Hours

The Communication Manager is expected to work Monday through Friday. She/He/They normally will not be asked to work longer than 38 hours per week. Hours can be flexible to suit the employee – however, will not normally start before 08h00 and will not continue after 19h30. Normally weekend work is not required except during IETM meetings (no more than six weekends per year). Overtime will be compensated in time off.

Wage

The contract offered is an unlimited contract with an annual evaluation. The wage is fixed according to the Flemish salary scales for the performing arts sector (CAO PC 304) Scale A. Luncheon vouchers are given for days worked.

Expectations

The successful candidate will have a strategic approach to communications, a progressive outlook towards finding the best solutions.

You have an analytic mind and know how to translate complex ideas into strong messages.

You enjoy what you do and know how to impart that enthusiasm to others: both internally and externally.

You enjoy working at a strategic level, but you also do not mind dealing with small details and practical everyday tasks, in order to ensure flawless communication of the network with its members and the outside world.

Areas of responsibility:

- Setting strategies: communication, social media, visual policy, press relations, members engagement
- Developing the website www.ietm.org: coordinating work of designer and IT provider, supervising the budget
- Writing and editing IETM's texts and materials
- Managing social media: Twitter, Facebook, LinkedIn, Instagram, Flickr; researching and introducing new tools
- Taking care of the communication strategy and its implementation of IETM's events (in collaboration with local organising teams)
- Writing and producing IETM newsletters and mailings
- Writing, commissioning and editing event reports and reviews
- Supervising Communication assistant / interns
- Developing and managing the online members' community
- Designing, producing and archiving printed material

- Supervising CRM development
- Assisting the Secretary General and the Board members in representing the network externally

Skills and Experience

Essential:

- Five years' minimum experience in communication work
- University degree
- Excellent writing skills in English
- Advanced knowledge of open source digital platforms (preferably Drupal) and CRM tools
- Experience of working in the arts and culture
- Ability to work independently and as a team player
- Creative approach to running campaigns and social media work
- Excellent understanding of digital media and marketing principles

Fluency in French and Dutch is desirable, other languages are a bonus.

How to apply

IETM is committed to diversity, equity, and inclusion, and welcomes applicants from all backgrounds.

To apply for this position, please send your CV and motivation letter in English to recruitment@ietm.org with the subject line "Communication Manager"

Deadline to apply is 12 March 17.00 CET

The selection process will consist of two interviews:

- The first round is planned on 19 March 2020
- The second round is planned on 26 March 2020

The interviews will take place at 19 Square Saintelette, 1000 Brussels.

For more information, please visit our website www.ietm.org.

If you have questions, please contact Elena Polivtseva, Head of Policy and Research at elena.polivtseva@ietm.org.