

## ENCATC is Hiring a Communications Officer

### The opportunity

By 2024, thanks to our new 4-years strategy supported by a sound communication strategy and a new skilled and talented Communication team, ENCATC aims to consolidate its role as the **leading organisation in the field of cultural management and cultural policy education and research. A committed organisation supporting, inspiring and connecting people and institutions across the globe.**

To achieve this ambitious goal, **we are looking for a communication officer passionate about listening, writing, and telling engaging stories about ENCATC and its global community of people working in the field of cultural management and policy education, research, and practice.** If you are a person with communication skills and you have cumulated experience in communicating about an organisation and its projects and activities, you are the person we are looking for. You will hold a vital role in informing, engaging, and enlarging our community across Europe and beyond! You will be working with a talented multicultural communication team and in a stimulating learning environment.

### Important Information

**Location:** Brussels, Belgium (on-site)

**Working hours:** Full time, 38 hours week

**Experience:** 2 years+ in a similar position

**Studies:** Only applications from people with Communications studies

**Position in the organization Chart:** Communications Department

**Reporting relations/ responsibilities:** Reporting under the responsibility of the Secretary General

**Net salary:** Final salary to be discussed according to the years of working experience of the candidate.

**Deadline to apply:** 23/05/2022

**Starting date:** 1/06/2022. Possibility to discuss a later start to comply with duties of your current job

### APPLY NOW

**Link to the application form:**

[https://docs.google.com/forms/d/e/1FAIpQLScJgg\\_TcUrTd4z0YKo94MxtMr4XXfGaT024b50nzuaAuL-k\\_Q/viewform](https://docs.google.com/forms/d/e/1FAIpQLScJgg_TcUrTd4z0YKo94MxtMr4XXfGaT024b50nzuaAuL-k_Q/viewform)

### Job Summary

As a Communications officer within ENCATC Communications Department, you will be in charge of promoting the network at global level and in the same time of the communication and dissemination of the activities implemented by the organisation. To this end, you will produce reports, draft weekly Flash News and monthly newsletters, run the social media, update the project websites, track analytics and assist in all the communication aspects linked to the implementation of our activities and events.

### Qualifications

- Bachelor or Masters' Degree in Communications
- 2+ years prior experience in communication & press work, as well as social media
- Fluent in English, knowledge of French, further languages would be an asset

- Good knowledge of Adobe Creative Suite (InDesign, Photoshop, Illustrator, Premiere Pro, Audition) and/or other video & audio editing tools
- Knowledge and experience in using CMS and databases
- Further IT Skills (Office, computer network, IT infrastructure) would be an asset
- Excellent communication and organisational skills
- Ability to work independently and in a team
- Understand the best practices of main social media channels including Facebook, Instagram, Twitter, etc
- Must possess exceptional writing skills and be able to compose engaging and accurate content
- Superior time management skills and the ability to juggle multiple projects simultaneously
- Knowledge of Adobe Photoshop, InDesign, and Illustrator is an asset
- Understanding of communications, public relations best practices
- Ability to think strategically and identify ways to improve communication efforts
- Must be resourceful and take initiative even when given minimal direction

### **Job Description / Your tasks**

The main tasks of the Communications officer are the following:

- Conceptualize and implement targeted and efficient communication processes, strategies, and campaigns to increase both the visibility of ENCATC globally and the participation to the ENCATC activities
- Develop, write and edit content for website, Flashes, newsletter, social media, brochure, news, articles, reports, press releases – including layout video/audio editing
- Review and update the ENCATC website
- Promote communications materials through appropriate social channels
- Track analytics and create reports detailing successes and failures of communications campaigns
- Ensure that all communications material aligns with brand standards
- Maintain digital media archives including photos, recordings, and videos
- Coordinate the external service providers (web design, layouts for print, printers, web host)
- Ensure the implementation of the communication aspects of activities and events (online, hybrid and offline) organized by ENCATC, such as the annual Congress, the ENCATC Members talks, the Academy, etc

### **About ENCATC , [www.encatc.org](http://www.encatc.org)**

Established in 1992 in Warsaw, ENCATC is an independent organisation and the only European network in the field of cultural management and policy. Currently, it is made up of more than 150 member institutions in over 45 countries. ENCATC is an NGO in official partnership with UNESCO and an observer of the Council of Europe's Steering Committee for Culture.

**Only applications coming from people with studies in Communications and clearly demonstrating the experience required and respond to the criteria mentioned in the call will be considered by ENCATC.**

**ENCATC will not send a letter of reception to candidates whose CVs do not clearly correspond to the job offer. Due to the very limited human resources, only candidates who will be invited to an interview will receive a notification.**