

## **Communication Manager position: open call. Deadline January 31st 2015**

*Europe Jazz Network (EJN) is a Europe-wide association of producers, presenters and supporting organisations who specialise in creative music, contemporary jazz and improvised music created from a distinctly European perspective. The membership includes 98 organisations (Festivals, clubs and concert venues, independent promoters, national organisations) in 31 countries.*

### **Role**

The role of the Communication Manager is to support the maintenance and development of our dynamic network by supplying the members with adequate information, by enabling exchanges between members, and by communicating the strategy and activities of the network to its members and the outside world (press, stakeholders, decision-makers, influencers, funders, colleagues).

To this end the Communication Manager will propose, develop and manage the best models of communication between the Network Manager, the Board of Directors, the members and the outside world and choose the tools to realise these.

The Communication Manager will also develop efficient tools to keep track of the international activities of its members, especially those between members and/or started within EJN.

### **Accountability and Line Management.**

The Communication Manager is accountable to the Network Manager, who is her/his Line Manager. Briefing/feedback meetings will be held on average once a week. An annual appraisal will take place led by the Network Manager with support from the Human Resources Subcommittee of the Board.

### **Main Areas of Responsibility**

- collecting information/notes/minutes from the members
- creation and development of print and online communication, advertising, newsletter
- technical reports and reviews of projects
- communication, dissemination of all the projects in all the possible platforms
- survey management
- press releases
- white papers
- web site basic management, content development and data mining
- preparation of presentations and/or speeches
- To coordinate EJN's internal communication (with the members and Boards of EJN) and external communication (with stakeholders, press, decision-makers and influencers, funders and colleagues) ensuring the implementation of innovative and effective means of close communication on both levels, according to the nature and mission of the network and the overall vision and strategies defined by the Network Manager and the Board of Directors
- To act as main point for any other EJN communication services specific to the EJN

Mission Statement/Manifesto, members' needs and current EJN projects including the documentation or publishing of EJN's publications

- To act as the editor of the EJN website, ensuring that it meets the needs of the members and the general public
- To assist the Network Manager and the Board members in representing the network externally, by providing necessary information, tools, documents, etc.
- To undertake any other reasonable duties that may be determined by the Network Manager from time to time
- To work at all times as a member of the staff, contributing and accepting ideas and information and ensuring the smooth flow of information between EJN team members.

### Profile/requirements

- Must be a confident communicator and presenter
- Strong writing, editing, proofreading, layout and design, professional printing/publishing skills are essential, including ability to present concepts verbally
- Strong knowledge and understanding of current trends in digital media/social media and excellent experience on social media communication tools
- Good knowledge of office software tools (Office, OpenOffice, etc), survey tools (SurveyMonkey, KeySurvey, etc.), teammate tools (Asana, Wrike, etc.), Google collaborative tools
- HTML skills on tagging, linking, editing and publishing
- Available to work in a dynamic context and virtual office, telework and be prepared to travel around Europe.
- Has a demonstrable interest in Jazz and EJN.

### Hours

The Communication Manager is expected to work Monday to Friday. S/he 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 09h00 and will not normally continue after 19h30. Normally weekend work is not required except during EJN meetings/conferences. Time can be taken off in slower periods to cover days worked overtime in busy periods. Overtime will be compensated through Time off in Lieu.

### Wage

The contract offered is a limited term contract until 31/08/2017 with an annual evaluation and a probation term of 6 months. The wage is fixed in €32.000,00 gross/year.

**If you feel that you've got the right communication background and profile to carry out the task described above, enjoy thinking out of the box, have a native command of English, then we'd love to hear from you!**

Please send your application, consisting of your CV and motivation letter, by e-mail to: [job@europejazz.net](mailto:job@europejazz.net)

mentioning your name and "Communications Manager" in the subject line.

Deadline for applications is: **January 31st 2015**

**EJN**

**Europe Jazz Network**

*Europe-wide association of producers and presenters of creative jazz and improvised musics*