



COMMUNICATION MANAGER

GESAC is looking for a Communication Manager for its Brussels-based General Secretariat to develop GESAC's profile and increase its positive image both at internal and external level.

MAIN RESPONSIBILITIES

- Design and implement innovative communication strategies towards the European institutions through a yearly programme. This should include in particular:
 - Writing and editing communication material: brochures, infographics, press releases, newsletters, blogs, position papers, etc.;
 - Developing and maintaining contacts with the EU press, and creating speaking and interview opportunities;
 - Managing and redesigning www.authorsocieties.eu;
 - Raising GESAC's online presence, particularly on social media;
- Coordinate and facilitate the work of GESAC's Communication and Public Affairs Committees (committees of experts from GESAC members societies);
- Contribute to the organisation of events at EU level (conferences, artistic events, etc.);
- Participate in GESAC's public affairs activities and represent GESAC externally as needed;

QUALIFICATIONS AND SKILLS

- University degree in a relevant field: communications/journalism/EU affairs, with minimum 5 years' relevant experience in copyright/culture/digital content economy at EU level;
- Organised, creative, self-motivated, proactive, able to work with tight deadlines while having a strong eye for detail, and ready to take on responsibilities and propose new ideas;
- Strong interpersonal skills, at ease in a leadership role, aware of cultural sensibilities;
- Native level English writing skills and excellent editorial skills (fluency in one or more other EU languages is an advantage) with ability to adapt styles to suit different audiences and media;
- IT skills: Office (Excel in particular), database and website management, mailing, analytics and graphic design tools.

HOW TO APPLY

Please send a CV and cover letter to: secretariatgeneral@gesac.org. Only short-listed candidates will be contacted, no phone calls please. Deadline for applications: 2 December 2018. We are looking to recruit quickly and therefore encourage potential candidates to send in their application as soon as possible.

Job Category: Communication. Job Type: Full-time. Salary: Depending on experience