

August 2019

Communications and Events Officer at Ecsite

Ecsite is the European network of science centres and museums. Ecsite's vision is to foster creativity and critical thinking in European society, emboldening citizens to engage with science.

Active in the field of science engagement, our 320+ members include science centres, museums, research bodies, festivals, universities, planetariums, foundations and learned societies, companies offering products and services to the field, local authorities, etc.

Ecsite members' convening power draws more than 40 million citizens each year to science-related debates, exhibitions, workshops, events or platforms.

As a network, Ecsite catalyses its members' collective strengths into a powerful voice, at the forefront of public engagement with science.

To service its members, Ecsite organises the largest professional science communication conference in Europe, represents science engagement at a European level, shapes and spreads best practice through its publications and awards, takes part in European projects – and more.

The Ecsite Executive office is centrally located in Brussels. English is the working language.

Main responsibilities

The Communications and Events Officer is responsible for the written materials across all Ecsite communications and events, implementing a consistent overall editorial line. S/he will also be responsible for logistical aspects related to the events organised by Ecsite, mostly the Ecsite Conference, the Directors Forum and advocacy events. Working in dialogue with colleagues, Ecsite members and stakeholders, s/he will be under the supervision of the Communications and Events Manager.

This position entails two main areas of responsibility working in synergy.

Communications

The Communications and Events Officer edits Spokes - Ecsite's monthly digital magazine and oversees production of its annual paper digest – Spokes Panorama; writes and/or edits the written material of the Ecsite Conference and the material published on Ecsite's online platforms (website, social media channels...); writes and oversees the production of the Annual Report; and writes any needed corporate publications. In line with Ecsite's social media strategy, the Communications and Events Officer is in charge for the production of social media communication on all Ecsite channels.

Events

S/he assists the logistics of Ecsite events, in particular Ecsite's two flagship events: the Ecsite Conference and the Ecsite Directors Forum. These events are co-organised by Ecsite and a local host. While Ecsite is responsible for the content of the event and professional fair called the Business Bistro, the host is responsible for the social programme and the on-site logistics, under the supervision of Ecsite.

This highly service-oriented position involves: communication with participants and speakers; promotion of both events, in collaboration with the Communications and Events Manager.

Place in the organisation

The Communications and Events Officer reports to the Communications and Events Manager. S/he collaborates with the nine other Ecsite team members. S/he works closely with permanent or ad hoc committees defined by the management of Ecsite, notably the Spokes editorial Committee and the Conference Programme Committee. Like all Ecsite team members, the Communications and Events Officer will have a high level of autonomy and is required to self-motivate.

Tasks

- Writes, edits and/or proof-reads the communication materials of Ecsite in line with its brand, taking into consideration the language barriers and the different target audiences; this includes Spokes magazine, the Ecsite website, the Ecsite Annual Report, Ecsite Conference products, marketing and promotional material, communications with members and stakeholders.
- Oversees production and distribution of communications products.
- Creates, edits and manages contents of Ecsite's social media channels.
- Assists in the logistical organisation of Ecsite events (including onsite assistance during the 2020 Ecsite Conference in Ljubljana, Slovenia, as well as future editions).
- In the context of the Ecsite Conference, liaises with speakers, participants, suppliers, designers and with the Ecsite team to address their needs and respect deadlines; and organises special guests' arrangements and welcome.
- Supports pro-active and reactive media outreach at European level, when necessary
- As part of a small team, works closely on a wide range of topics including science engagement, science centres and museums, science in society issues, EU policy related to public engagement with science, and other themes that concern Ecsite and its members.
- Note that the position offers limited opportunity to draft science communication contents: Ecsite news are about science engagement and we rarely report on science topics *per se*. Neither is the position suited for applicants wishing to work in policy making.

Requirements

Essential

- Excellent (native speaker level) written and verbal communication skills in English.
- Previous experience in drafting publications, articles, brochures and copy editing non-native English and following editing processes.
- Proof reading and editing skills.
- Previous experience in working with graphic designers.
- Customer-focused, service oriented.
- Solution-driven.

- Attention to detail.
- Good software skills (Word, Excel, Outlook, PowerPoint, Mailchimp).
- Excellent time management and organisational skills and ability to manage multiple tasks and projects at a time.
- Self-motivated, quick learner.
- Interpersonal skills to facilitate work with a wide range of individuals and groups from culturally diverse backgrounds.
- Ability to work independently and to set priorities, in a flexible and adaptable working style.
- Availability to travel abroad, one to two trips per year of about two to three days each, plus participation in the Conference (about eight days in June).

Desirable

- Good Adobe Indesign and Photoshop skills.
- CMS and community management skills (Drupal, Twitter, Instagram, Facebook, LinkedIn).
- Previous experience in organising events.
- Motivation to work for a science engagement organisation, in a non-profit and international environment.
- Desire to work in a small team.

Terms and conditions

- Applicants must be able to legally live and work in Brussels.
- Ecsite offers a competitive salary and working conditions.
- Ecsite offers an opportunity of gaining broad experience within an innovative, multinational association with broad and challenging responsibilities and the opportunity to work within a highly motivated and professional team.
- Ecsite is committed to providing an equal opportunity work environment.

Contract duration and selection process

The preferred start date is 6 January 2020. This will be a one-year contract with possible extension to a permanent contract if both parties are satisfied. Selected candidates will be interviewed in Brussels and will complete a written task. Preferred dates: 16-19 September 2019. Note that Ecsite will not cover the travel expenses for these interviews.

Applications

Please send your application in English by email by 8 September 2019, 23:59 CET, including a motivation letter addressing the specific requirements of the job description, plus curriculum vitae to Raquel da Cunha, Events and Communications Officer: rdacunha@ecsite.eu with *"Communications and Events Officer - Name of applicant"* in the subject line.

Note: Raquel da Cunha, currently Events & Communications Officer, will be taking on the role of Communications & Events Manager from January 2020.