



is recruiting a
Communications Manager

Ecsite is the European network of science centres and museums with 350 institutional members. The common thread uniting these institutions is a commitment to public engagement, communicating science through accessible, interactive exhibits and programmes. Ecsite connects member institutions through projects and activities and facilitates the exchange of ideas and best practice on current issues. To this end, Ecsite organises a five day Annual Conference that welcomes 1000 professionals in science communication that includes an exhibitors' area, offers different services to its members and is involved in numerous collaborative projects, many of the latter being co-financed by the European Commission.

Main responsibilities

The Communications Manager leads the planning, coordination and execution of original communications products and activities at Ecsite. In this capacity, the incumbent works closely with the Executive Director in developing communications proposals that align with Ecsite's institutional objectives and member services. The Communications Manager oversees and writes or edits promotional materials including: *Spokes* magazine (a quarterly publication), website content, Ecsite promotional brochures, Ecsite Annual Reports, the monthly Ecsite e-newsletter, social media, materials for the Ecsite Annual Conference, contributes to the dissemination actions of the European projects and other items.

Place in the organization

The Communications Manager collaborates with the eight other Ecsite team members. Like all Ecsite team members, the Communications Manager will have a high level of autonomy and is required to self-motivate. The Communications Manager reports to the Executive Director. The Communications Manager has the authority to decide questions of style and content and exercise a high level of sound technical judgment regarding matters of effective communication. Work is reviewed by the Executive Director for general content and consistency with the communications goals of the related project or initiative.

Tasks

- Develops Ecsite's existing communication plan, including, but not limited to, consistent systems for creative and professional dissemination of information to and from Ecsite members, taking into consideration the language barriers and developing communication tools aimed at different target audiences;
- Oversees production from draft creation through distribution of final communications product
- Oversees communications budget
- Creates, edits and manages Ecsite's communication tools in cooperation with Ecsite colleagues, including, but not limited to, the Ecsite monthly e-newsletter, social media and marketing tools, *Spokes* magazine, the Ecsite website and its content, the Ecsite Annual Reports, Annual Conference products,
- Ensures consistent brand implementation for Ecsite;
- supports in pro-active and reactive media outreach at European level, when necessary

-As part of a small team, you will work closely on a wide range of topics including science communication, 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.

Requirements

Essential

- University degree in a relevant field such as communications or journalism-Native level and proficient in oral and written English
- Solid experience in drafting publications, articles, brochures and copy editing non-native English and following editing processes
- Comprehensive knowledge of communications tools and techniques (including content management systems, Mail Chimp, social media channels)
- Ability to write/edit in a variety of styles, ability to draft materials on a wide range of topics
- Strong proof reading and editing skills
- Ability to effectively collaborate with external service providers (web developers and graphic designers)
- Computer literate (Word, Excel, power-point)
- Ability to manage a diverse workload and to plan and prioritize and to monitor a budget
- Ability to build and maintain broad networks of partners
- Interpersonal skills to facilitate work with a wide range of individuals and groups from culturally diverse publics
- Sense of initiative and ability to self-motivate
- Good level of political maturity and creativity
- Ability to conceptualize strategies and design work plans

Desired

- Journalistic experience
- Experience in the non-profit sector
- Knowledge of science communication
- Skill in writing for a variety of audiences

Terms and conditions

- Attractive conditions are offered and will be adapted depending on experience.
- Applicants must be able to legally live and work in Brussels.
- A one-year contract will be offered, with the possibility of being followed by a contract with an undetermined duration. The contract will be subject to Belgian social security and taxes.
- 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.

Start date and selection process

- We thank everyone for their application, but only short-listed candidates will be contacted
- The start date is **1 April 2014 – or earlier if available**
- We will be evaluating applications on a rolling basis until we find the best candidate
- Interviews will take place in Brussels on a rolling basis

Applications

Please send your application by email, including a motivation letter addressing the specific requirements of the job description, plus curriculum vitae in English to:

communications@ecsite.eu with *Communications Manager - Name of applicant* in the subject line