

## **Call for Communication Manager**

The International Federation for Choral Music (IFCM), the worldwide network in the field of choral music, announces a call for a freelance position of Communication Manager.

Deadline for sending applications: **30 September 2020.**

### **Introduction**

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) in agreement with IFCM Operations Manager.

To this end, the Communication Manager will propose, develop, and manage the communication within IFCM, among the members, and to the outside world, and choose the tools to realize this.

The Communication Manager will also develop efficient tools to keep track of the international activities of its members.

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

The Communication Manager is accountable to the Operations Manager. Briefing/feedback meetings (remote or on-premise) will be held on a regular basis and whenever needed. An annual appraisal will take place led by the Operations Manager with support from the Office Manager.

### **Main Areas of Responsibility**

- collecting information/notes from the members
- creation and development of print and online communication, advertising, newsletter
- Taking responsibility for all communication-related tasks of IFCM Social Media accounts (Facebook, Instagram, Youtube, etc.)
- Communication about of all the projects, and dissemination of project results in all the possible platforms
- Survey management
- Preparing Social Media strategy and detailed planning for each month
- Website basic management, content development, and data mining
- Acting as the editor of the IFCM website, ensuring that it meets the needs of the members and the general public
- Undertaking any other reasonable duties that may be determined by the Operations Manager or the Board of IFCM

- Working at all times as a member of the staff, contributing and accepting ideas and information and ensuring the smooth flow of information between IFCM team members.

### **Profile/requirements**

- Being confident communicator and presenter
- Excellent knowledge of English (other languages are an asset)
- Good writing, editing, proofreading, layout, and design, professional printing/publishing skills, including the ability to present concepts verbally
- Very good 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.), Google collaborative tools as well as Adobe: Acrobat, In Design, Photoshop, and others.
- HTML skills
- Willingness to work in a dynamic context and virtual office, through telework, and to travel
- Has a demonstrable interest in choral music.

### **Conditions**

The Communication Manager will be a freelancer and will be a contractor of IFCM, and normally will not be asked to work more than 20 hours per week. Hours can be flexible to suit the freelancer, as long as regular communication with the rest of the team can be assured. Normally weekend work will not be required, except during IFCM events, meetings/conferences.

### **Wage**

The contract offered is a limited-term contract for one year, starting on 01/01/2021 until 31/12/2021, with an annual evaluation and the possibility of prolonging the contract by another year. The wage is fixed at €12,50 per hour including taxes.

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

Please send your application by email by 30 September 2020 to: [manager@ifcm.net](mailto:manager@ifcm.net), mentioning your name and "Communication Manager" in the subject line.

The application must include:

- Motivation letter
- CV
- Social Media Strategy of IFCM for one month (in word, Docx, pdf, or PowerPoint file)
- Any other documents relevant to marketing and social media experience

Job interviews:

- Online (October 2020)

For the online interview, pre-selected candidates should be prepared to present their strategy and answer any other questions of IFCM interviewers.