



ELIA is a globally connected European network that provides a dynamic platform for professional exchange and development in higher arts education. With over 250 members in 47 countries, it represents some 300.000 students in all art disciplines.

Its cross-disciplinary quality makes ELIA unique as a network. ELIA advocates for higher arts education by empowering and creating new opportunities for its members and facilitating the exchange of good practices. ELIA collaborates with partner networks around the world, and its office is based in Amsterdam.

*We are looking for a new*

## Communications and Membership Officer (0.8 fte)

Are you a communicative and amicable marketing professional who is looking for a fast-paced international environment? Do you have some knowledge and experience in the field of communications and social media and are you looking for the job that is going to bring you to your next professional phase? Do you have a strong interest in the world of arts and education and a drive to work in an international creative sector?

If the answer is yes, this might just be what you were looking for.

### Job Description

The Communications and Membership Officer is a junior position in a small dynamic team of professionals who manage a large international network of higher arts education institutions.

As ELIA's new Communications Officer, you will be responsible in collaboration with colleagues, for the content management and development of ELIA's communication tools (website(s), social media channels, newsletters, mailing campaigns, digital and printed publications).

As the office marketing guru, you will develop recruitment and promotional campaigns for ELIA's activities and regularly reach out to present and potential ELIA members, as well as maintaining the ELIA database up to date. You keep an eye on the news in the field relevant to ELIA members and you make sure that ELIA's corporate identity is well in place.

### Tasks and responsibilities:

- Implement the membership strategy with recruitment actions;
- Regularly reach out to and maintain contact with ELIA members institutions
- Keep the ELIA database up to date and the CRM up and running;
- Maintain and create content for the ELIA website and its social media channels;
- Write and distribute newsletters, mailing campaigns and publications;
- Monitor the use of ELIA's house style and corporate identity;
- Prepare visuals and presentations for promotion activities and events;
- Assist in the development of design and communication plans, when required;
- Track relevant news channels to provide content to ELIA members;
- Archive digital and printed materials and publications;
- Undertake any tasks and responsibilities as reasonably requested by the organisation.

### Profile

You have a bachelor degree in communications, marketing or similar and a strong interest in arts and (higher) arts education.

English is your mother tongue, or you master it at a near-native level. You have strong writing and editing skills that reflect impeccable attention to details. Ideally, you also speak and write in Dutch at a professional level. Social media and marketing tools are your passion, and you know how to write for different channels with the right tone of voice.

Your computer skills are excellent; you master the Office package and you have a desire to learn more about other programmes (basic knowledge of Adobe InDesign and/or Illustrator and HTML language is required).



You know how to liaise with different groups and nationalities and you have a friendly and customer-oriented personality. You are a pro-active team player and an open-minded, well organised and efficient person.

*ELIA is committed to increasing the diversity of the organisation and encourages candidates who are able to contribute to this goal to apply.*

## **Apply**

Please email your resume and motivation letter (in English) to Barbara Revelli, Head of Communications and Membership at [jobs@elia-artschools.org](mailto:jobs@elia-artschools.org) at the latest by 20 January 2019.

You will be informed if you are selected on 21 January 2019.

The first round of interviews is planned for 22 January 2019.

The second round of interviews is planned for 28 January 2019.

The interviews will take place at A-Lab (Overhoeksplein 2 – Amsterdam).

For more information, please visit the ELIA website and/or contact the ELIA Office at +31 (0) 20 330 1116.