



## REMA is looking for its new General Secretary!

### What is REMA?

The European Network of Ancient Music (REMA) is a professional network which brings together 130 organizations in some twenty European countries. Its members are professional structures in the early music sector and in particular festivals, concert halls, ensembles, conservatories, etc. The network is currently in a period of significant development: until now open only to structures organizing concerts (festivals and concert halls), it will open more generally to all professional structures in the early music sector from 2022.

The association regularly organizes meetings with conferences / workshops / meetings / concerts for its members, in addition to developing projects such as the European Day of Early Music on March 21 or Awards. Communication within the network is mainly done in English. All information and press releases are sent in French and English.

As a network, REMA benefits from a grant within the framework of the European Commission 'Creative Europe' program, a grant from the Ministry of Culture and is involved, along with other European networks, in discussions on European cultural policies.

REMA has an office in Versailles (however, a move is to be considered in the coming months).

The REMA team consists of two permanent staff in addition to the executive secretary: one person in charge of communication and production, and another person in charge of projects.

The team is supported by the five members of the executive board.

### JOB DESCRIPTION

REMA is looking for a person to coordinate the network. This person will, in conjunction with the executive board, ensure that the objectives and orientations of the network are put into practice, while coordinating its strategic development, its finances, its budget, links with members and partners, human resources.

### Strategic development

- Coordination of the strategic development of the network, particularly in the context of its recent opening to new types of organizations, in conjunction with the team and the executive board,
- Establishment of strategic and financial partnerships, in accordance with the objectives of the network,
- Organization of on-site and online international events, according to a pre-established plan and definition of content and speakers with the executive board,
- Involvement of the team and consultation with it in the implementation of strategic development,
- Watch over developments related to cultural policies and early music, in order to be able to propose related responses / actions / projects;



- Governance: preparation of statutory and more informal meetings (executive board, board of directors, general assembly, working groups) while ensuring the involvement of members of the network.

### Human resources

- Coordination of the staff (permanent and freelancers), capacity building and care about the staff's motivation and implication in order to make sure the project and activities are developed well.
- Coordination of the contacts with the Executive Board, Board of Directors, and members of the network.

### Promotion and advocacy for the sector

- Coordination of studies and surveys,
- Representation of the network to institutional partners, networks and federations at national and European level, in the frame of various events.
- Developpement of activities and actions to promote the sector.

### Administration

- Control of the implementation of REMA projects, in accordance with defined budgets, and in accordance with French law (in particular association law);
- Link with the executive board: informing its members of the progress and implementation of projects, transmission of any useful information or document, notification of risks that the organization may encounter;
- Grant applications (especially EU and DGCA): monitoring, drafting and preparation of applications, timely delivery, drafting of reports, setting up of tools necessary for good financial reporting, relationship with representatives of these institutions;
- Ensuring that the network has the right resources (IT, premises, etc.) for proper functioning;
- Coordination of accounting and payroll (carried out internally);
- Preparation of the documents necessary for the decision-making of the executive board / CA.

### WHAT YOUR PROFILE COULD BE

- **Professional experiences:**
  - Strategic development of a cultural organisation



- Experience in professional networks
- Management of a team in the achievement of objectives and according to a defined budget
- Skills development and support for team members in their professional development
- Drafting of public subsidy applications, if possible at European level
- Knowledge of cultural public policies, at French and European level
- Knowledge of the Early Music sector
- Budget and financial management, analysis, financial reporting
- Development of communication strategies
- Knowledge and ability to find the right information concerning French association law + labor law

### What skills you should have:

- Excellent oral and written fluency in English and French essential (other languages welcome)
- Ability to support the network in a period of transition and to imagine new project and conference formats
- Ability to coordinate a small team, taking into account everyone's skills (partially in home office mode)
- Project management skills: ability to advance several projects simultaneously taking into account criteria of time, duration, budget, team, etc.
- Maintenance of relationships with partners and ability to create new relationships and set up new cooperations
- Mastery of IT tools and appetite for digital tools (especially in the context of the organization of online networking events, for example slack, zoom, klassikal, wonder)

### Conditions

- Office in Versailles (78) but a move is planned in the coming months (location to be defined - Paris region). Travel in Europe to be expected.
- Possibility of home office.
- Remuneration: according to experience and “convention collective des entreprises artistiques et culturelles”, group 2 + restaurant tickets + 50% navigo pass.
- Start: November 2021 (to be negotiated)

Are you interested? Please send a CV and a cover letter addressed to the chair of the network, to [helena.dewinter@rema-eemn.net](mailto:helena.dewinter@rema-eemn.net) before 30 September 2021.

Interviews will be organized on zoom on 7 and 8 October and then in Paris on 19 (after 13.00) and 20 October 2021 (before 16.30).