REMA is looking for its new Communication and Production Manager!

*Fixed term 1,5 year – part time 4/5*

What is REMA?

The European Early Music Network (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 association regularly organizes meetings with conferences / workshops / meetings / concerts for its members, in addition to developing projects such as Early Music Day 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, and a grant from the French Ministry of Culture and is involved, along with other European networks, in discussions on European cultural policies.

REMA has an office in Versailles but the activity is mostly managed remotely. The REMA team consists of two secretaries general and works with freelancers on specific projects. The team is supported by the five members of the Executive Board.

In the Frame of an accrued activity due to its Creative Europe project, REMA is looking for a committed and motivated person, capable of being a source of proposals and of working independently in relation with the two secretaries general.

**JOB DESCRIPTION**

**Production:**

- Production and logistics of the meetings and conferences (transportation, hotels, rooms bookings, registrations management, etc.)
- Production and logistics for the Awards Ceremony 2022
- Production and logistics for the European Early Music Summit 2023

**Communication:**

- Early Music Day (EMD): website update, connection with potential participants, redaction of regular newsletters, social media management
- Update of the website and Klassikal platform
- Application of the new communication strategy (website, social media, newsletter) and communication to the members
Administration:

- Monitoring of membership fees
- Bills and invoices follow-up
- Redaction of meetings minutes

KEY SKILLS

- Bachelor’s or Master’s degree in Management of cultural institutions, social sciences or management;
- Outstanding oral and written French and English, other European languages welcome;
- Professional experience in the living arts/ non-profit/ events planning field;
- IT fluency (Office Suite, and if possible Wordpress, IMovie, GarageBand, or Adobe Suite);
- Basic HTML and CSS knowledge appreciated;
- Interest in web communication and media, social networks;
- Interest in French and European cultural policies;
- Interest in the Classical Music Sector, its actors and audiences, and particularly Early Music.

Conditions

- Starts mid-February 2022
- 18 months contract, part time (28 hours per week)
- French law contract, salary: Convention Collective des Entreprises Artistiques et Culturelles (group 5, grade according to experience)
- Office in Versailles (78) and travel in Europe to be expected. Possibility of Remote work.

Are you interested? Please send a CV and a cover letter addressed to the chair of the network, to info@rema-eemn.net before 21 January 2021.

Interviews will be organized on zoom on 24 and 25 January and then in Paris on 2 February 2022.