



## Call for Candidates

### **Job offer n° 1: Secretary General**

### **Job offer n° 2 : Communication and advocacy officer**

On the Move (OTM) is a non-profit association of international utility that pursues the following objectives: to research, collect and distribute information in order to support the professional mobility of artists and people active in the cultural sector as well as cultural cooperation. It analyses, studies and explains this information to professionals and to the public. It brings together resource centres and other organisations and institutions responsible for the collection, the study and the diffusion of such information in order to share data and work methods and to improve access to this information for the public. The network brings together 36 members from 20 countries. For further information on the network please check the following address:<http://www.on-the-move.org>.

OTM is currently funded by the European Union (Culture Programme), the Arts Council Ireland, the Finnish Ministry of Culture, the French Ministry of Culture and the Gulbenkian Foundation.

In this context, OTM network would like to announce its call for candidates for the TWO following positions: a Secretary General and a Communication & Advocacy officer

Position requirements:

#### **1. Secretary general**

- responsible for leading the organisation, including planning daily activities, keeping track of the implementation of the whole work programme, setting priorities, and coordinating the team.
- responsible for funding applications and the reporting of OTM to funders, including representing OTM towards funders, including towards EU institutions.
- responsible for the financial management of OTM, including identifying alternative funding sources for OTM and ensuring long-term financial stability.
- the daily management of OTM's administrative tasks (invoices, contracts, bank, accountant, social secretariat, organising the GA, assisting in board meetings, etc.)

#### **2. Communication and advocacy officer**

- responsible for implementing OTM's info coordination strategy in close contact with OTM members
- responsible for the internal communication with members
- responsible for advocacy and the external communication of OTM (public relations), including OTM's representation in events and meetings within the European sector.

**Duration for both positions:**

Start date\*: 1st January 2012

End date\*: 30th June 2012

\* With a very strong possibility of extending the contract from June 2012 onward, till the end of 2012.

**Hours per week for both positions:**

From January to March: 2.5/3 days a week. From March to June: 4 days a week.

**Location and Mobility:**

Brussels, Belgium is the headquarters of the organisation. Since this is a European network, both positions require someone who agrees to travel on a regular basis.

**Profile of applicant/Eligibility Criteria:**

In general, OTM is looking for applicants for both positions who have linguistics skills (fluency in English and French is essential, and other language skills are an advantage) with appreciation of the arts and good management skills.

**Secretary general**

The applicant should:

- 1) Have a good understanding of the European cultural sector.
- 2) Have management skills in daily accounts, legal obligations, contracts, etc. and able to fully engage in the running of the organisation in an independent fashion, under the control of the Executive Committee. This also includes the coordination and management of the secretariat and its staff (Communication & Advocacy officer and a trainee)
- 3) Have proven experience in EU funding applications and reporting processes and capable of dealing with both autonomously.
- 4) Have proven fundraising skills, including strong public relations and negotiating skills with EU institutions, public authorities, and private funders
- 5) Advocacy skills and knowledge of European cultural policy in general
- 6) Have the willingness to be flexible with hours and flexible in management of urgent matters together with Communication & Advocacy officer.
- 7) Be skilled in organizing logistics and meetings.
- 8) Be deadline oriented and goal achiever.
- 9) Be able to interact and cope in a multicultural environment.
- 10) Be committed to self-development and enhancement of skills.

**Communication and advocacy officer**

The applicant should:

- 1) Have excellent knowledge of the European cultural sector and mobility in particular.
- 2) Have strong communication skills to connect with members of OTM, for the daily running of the website and to represent the organisation towards the outside.
- 3) Have skills in researching and writing up of reports and liaising with OTM members on topics related to mobility.
- 4) Have strong skills in advocacy and public relations
- 5) Have the willingness to be flexible with working hours and flexible in management of urgent matters together with the Secretary General.

- 6) Be deadline oriented and goal achiever.
- 7) Be able to interact and cope in a multicultural environment.
- 8) Be committed to self-development and enhancement of skills.

**Wage:**

OTM offers to its employees an employment contract under Belgian law, with employment and wage standards in line with the NGO sector in Brussels, between 1.100 and 1.300 €/month (net) between January and March (2.5-3 days/week), and between 1.400€-1.600€ (net) from March-June (4 days/week).

**Application and selection procedures:**

A full CV and letter of motivation should be sent to the two following email addresses: [Maria Tuerlings m.tuerlings@transartists.nl](mailto:m.tuerlings@transartists.nl) and Angie Cotte [angie.cotte@cimettafund.org](mailto:angie.cotte@cimettafund.org) by 18th November 2011.

All applicants will receive a response by email before 22nd November 2011. Shortlisted applicants will be interviewed in Brussels on 29th November 2011.