



Live DMA – Job offer
Communication officer
Fixed-term contract (6 months)
Part-time contract - 80%
Nantes

Live DMA is a European network for music venues, clubs and festivals based in Nantes, France. It gathers 21 members (regional or national associations/federations) in 17 countries, and represents more than 3 000 music venues, clubs and festivals. Live DMA provides support and networking opportunities for the sector's professionals through a range of activities within the "Live Style Europe" project (2017-2021). The project is funded by the European Commission through the Creative Europe programme. Live DMA advocates for the live music sector at a European level and aims to empower its members by providing them with tools, knowledge and resources. Finally, Live DMA connects and structures the live music sector in Europe.

Live DMA does not have a programming or concert production function. The association currently employs a coordinator, an administration and production officer and a project manager.

Missions:

Communication strategy

- Participate in the development of the communication strategy of the organisation with the coordinator.

Communication: content design and dissemination

- Promote the actions and values of Live DMA: create general communication materials for the web and print (flyers, posters, brochures...).

- Communicate the results of Live DMA activities: design, layout and promote content (articles, publications, tools...) on the various communication channels.

- Organise information: design, write and layout newsletters for network members or mailing list subscribers.

- Manage press and media relations: write a press kit, a press release, organise a press conference, search for contacts, establish partnerships.

Digital tools

- Management and maintenance of the website

- Animation of social networks (Facebook, Twitter, Instagram, LinkedIn...)

- Management and update of e-mailing databases, contacts



Shared missions

- Stay inform about Live DMA members' news and issues
- Support Live DMA members on certain activities
- Host meetings with Live DMA members
- The communication officer must be able to represent the network at private events or public meetings.

Skills

- Either a higher education in the field of communication and multimedia or significant experience working in a similar function for a cultural project
- Speak fluent English and have excellent writing skills (Level C1 of the CEFR - Common European Framework of Reference)
- Excellent oral and written fluency both in French and English (another language would be an asset)
- Good knowledge about cultural policies and European music sector with a strong interest for popular live music
- Master graphic tools and design software (i.e. Adobe suite) and digital tools (social media, WordPress, Mailchimp...)
- Master office tools (MS office), forms and online sharing tools (Google drive, dropbox...)
- Creative, autonomy, good people skills

Conditions

Please send your application (CV and letter of motivation in English) headed to the coordination officer by email to contact@live-dma.eu.

Date of employment: 01/03/2021

Application deadline: 08/02/2021

Fixed-term contract 6 months (CDD) - 28h/week. High possibility to turn it into a long-term contract.

Salary will be based on French law, collective agreement (*Convention Collective de l'Animation* group D) according to the work experience of the candidate.

Frequent travel in France and abroad.

The office is located in Nantes (France)