



**Federation of European
Screen Directors**

Fédération Européenne des
Réalisateurs de l'Audiovisuel

FERA is looking for its Communications and Office Coordinator

Founded in 1980, the Federation of European Screen Directors (FERA) represents the independent voice of European film and TV directors in Brussels. With 49 organizations as members from 35 countries, we speak for more than 20,000 European film and TV filmmakers, representing their cultural, creative and economic interests at national and EU level.

JOB DESCRIPTION

The Communications and Office Coordinator is responsible for clerical duties, administrative support and communications coordination. He/She reports to the Chief Executive Officer. The position is based in Brussels.

Office management:

- organising meetings, producing minutes and managing databases
- booking transport and accommodation
- organising events/conferences
- managing office budgets
- liaising with FERA members
- implementing and maintaining procedures/office administrative systems

Communications:

- updating and maintaining website and social media (Twitter, Facebook, Instagram)
- compiling and distributing trimestral newsletter, press releases, publications etc.
- monitoring relevant news sources and EU publications
- developing and implementing communications yearly workplan, including ad hoc campaigns/projects

PROFILE

Excellent organizational skills and attention to detail.

English Language Proficiency required. Good working knowledge of French and command of other languages is a plus.

Proficiency in Microsoft Office, WordPress, graphic design basics; social media skills.

University diploma in management, communications, European affairs or similar; previous relevant experience in similar international working environment.

Interest and knowledge in European cinema and TV is a plus.

CONTRACT

Permanent contract. Working language: English.

Working hours: 32 hours per week.

Job starting date: January 31st, 2022.

APPLICATION PROCEDURE

- ⇒ Applicants should send **CV and letter of intent** in English expressing interest in the position and outlining relevant previous experience by email to Pauline Durand-Vialle at pdv@filmdirectors.eu
- ⇒ **Deadline for application: Friday January 7, 2022.** Applicants may be called for interview (online or in person if possible).