

# Outreach amp Communications Coordinator



Locatie **Noord-Holland, Hilversum**  
<https://www.advertentienx.nl/x-952267-z>

## Outreach & Communications Coordinator

Sound and Vision is the leading institute for media in the Netherlands and one of the largest audio-visual archives in the world. It is an inspiring, creative and welcoming meeting place for professionals and others interested in the industry; online, in our physical museum and sometimes on location.

## Activities

We are looking for a strong communicator to help streamline our outreach and communications activities in European collaborative research projects. The Outreach & Communications Coordinator will be responsible for general communications support and content creation within the Netherlands Institute for Sound and Vision's target group 'Heritage Professionals and Researchers'. Our portfolio includes two initiatives: the EUscreen Network (as part of Europeana DSI-4) and the ReTV project.

## Key Responsibilities

- Create and deliver stakeholder engagement activities (e.g. workshops, focus groups)
- Update/maintain multiple websites with Wordpress CRM
- Manage email/subscriber lists
- Create and manage editorial calendars

Design and distribute communications (such as event invitations, program announcements, content) to EUscreen Network and ReTV target groups  
 Develop and implement an effective strategy for social media, website and platforms to distribute content  
 Develop and manage communication materials (brochures, posters, flyers, etc.)  
 Develop and manage social media related content (posts, tweets, etc.)  
 Develop and manage editorial content (articles, reports, etc.)  
 Develop presentations for external audiences

Coordinate design and/or editorial projects, such as funding and project reports, with in-house production staff  
 Report on the success of communications tactics using analytics  
 Attend regular meetings of both initiatives

## Knowledge and Experience required



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Bachelor or Master's degree, preferably in Media & Cultural Studies, Marketing or Communication Studies

A minimum of three years professional experience in a similar role

Excellent writing and editing skills in English; it's a plus if you are conversant in Dutch, as it is the main language in use at Sound and Vision

Ability to plan and convey messages that enhance and promote the mission and objectives of the project  
Experience in drafting communications as they relate to academic products in a variety of print and online marketing delivery systems.

Ability to contribute ideas, recommendations, and solutions to reach project goals.

Ability to independently and strategically manage complex projects, project timelines, editorial calendars, and resources and lead others to achieve project milestones and objectives.

Understanding of communication software and CRM tools as well as use of other applicable technology and equipment to assist with crafting and delivering effective messages.

Candidate should show the ability to keep current with technical developments and trends as they relate to the fields of communications, public relations, publishing, marketing, and web-based communications.

Ability to collect, analyze, and deliver data (such as contacts, web statistics, marketing results, and customer relationship data) with sensitivity and urgency.

You must have a valid work permit to work in the Netherlands.

#### Salary and benefits

This is a temporary agency contract for 32 hours a week for the duration of 6 months; potential extension is dependent on the funding of the project.

Salary indication is between € 2.618,70 and € 3.611,95 (scale 8 CAO Beeld en Geluid) based on full-time employment.

Uiteraard staat deze vacature open voor zowel mannen als vrouwen.

#### Functieomschrijving

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#### Key Responsibilities

Create and deliver stakeholder engagement activities (e.g. workshops, focus groups) Update/maintain multiple websites with Wordpress CRM Manage email/subscriber lists Create and manage editorial calendars Design and distribute communications (such as event invitations, program announcements, content) to email/subscriber lists and other target audiences Design and implement an effective strategy for social media and other platforms to distribute content and build online communities Write/edit blog posts or impact-related stories for the web and/or newsletters Develop presentations for external audiences Coordinate design and/or editorial projects, such as funder and project reports, with in-house production staff Report on the success of communications tactics using analytics Attend regular meetings of both initiatives

#### Knowledge and Experience required

Bachelor or Master's degree, preferably in Media & Cultural Studies, Marketing or Communication Studies A minimum of three years professional experience in a similar role Excellent writing and editing skills in English; it's a plus if you are conversant in Dutch, as it is the main language in use at Sound and Vision Ability to plan and convey messages that enhance and promote the mission and objectives of the project Experience in drafting communications as they relate to academic products in a variety of print and online marketing delivery systems. Ability to contribute ideas, recommendations, and solutions to reach project goals. Ability to independently and strategically manage complex projects, project timelines, editorial calendars, and resources and lead others to achieve project milestones and objectives. Understanding of communication software and CRM tools as well as use of other applicable technology and equipment to assist with crafting and delivering effective messages. Candidate should show the ability to keep current with technical developments and trends as they relate to the fields of communications, public relations, publishing, marketing, and web-based communications. Ability to collect, analyze, and deliver data (such as contacts, web statistics, marketing results, and customer relationship data) with sensitivity and urgency.

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#### Sollicitatieprocedure

Je maakt een 'mijn Randstad' account aan om te kunnen reageren op onze vacatures. Dit doe je automatisch wanneer je voor het eerst een sollicitatie afrond bij Randstad, heel eenvoudig dus. Via je 'mijn Randstad' account beheer je gemakkelijk je gegevens en gaan je volgende sollicitaties nog!