

# Call for Candidates

**Job title:** Digital and Communications Manager, Northern Dimension Partnership on Culture Secretariat

**Location:** Riga, Latvia

**Occupation:** Full - time although 75 % occupation is possible as well

**Key relationships:** You will work closely with the NDPC Secretariat Director and EUNIC/NDPC Project Coordinator and Manager

## About the role

You are excited by the power of social and digital media. You are creative and understand how to represent a trusted brand online and are experienced in producing a range of forward-thinking professional content for social media and digital formats. You are eager to explore the possibilities of social media within an organisation and find new ways of making digital content to deliver real benefits to our stakeholders.

As a Digital and Communications Manager, you will support us in our aim to enhance dialogue and practical cooperation between actors in the cultural and creative industries sectors from Northern Dimension countries. Moreover, you will provide support to the team and ensure that social media and digital tools are at the heart of our communication campaigns. You will be playing a key role in managing our online community and keeping both our stakeholders and members up to date.

## To succeed in this role, you will need:

- An entrepreneurial mindset, be self-driven and have passion for Cultural and Creative Industries;
- A willingness to roll up your sleeves and get work done;
- Excellent written and oral communication skills in English (you must love writing and storytelling!);
- Experience creating compelling content and campaigns across a variety of channels and tools (using social media channels and other tools)
- To work well in a creative environment where you can be a trusted colleague and take the lead on comms activities (such as open calls, outreach to stakeholders, website, community building, and publications and reports);
- Have structure and ability to plan your own work and own processes.
- Be hands on and support colleagues in organisation of events and workshops (yes, international travel is to be expected)

We are a small dynamic team working in the cultural and creative sectors in the 11 countries of the Northern Dimension region. We are open to people with different experiences: for example, from communications (internal or external), marketing or media or other relevant sectors. However, you would need to have a minimum of 3-5 years relevant work experience. Passion for communications, outreach and engagement through digital tools is to be valued.

Key to this role is ensuring that:

- CCI stakeholders and our members in the region get timely, useful information about our activities;
- There is more proactive communication and engagement that flows both ways;
- The team have the support they need in communicating about their working areas and current opportunities.

### General Conditions

- Our working language is English, so you should have excellent command of it. Russian is an asset but not mandatory.
- Starting date: 15 September 2021 or as soon as possible
- Employment conditions: 2-year contract (with a possibility of extension) under Latvian law. The employee will be based at the NDPC Secretariat in Riga. Applicants must have a valid working permit to work in the EU.
- Remuneration: 1900 EUR Gross salary

### How to apply:

- If you are interested in this position, please send your **CV and motivation letter in English** to [info@ndpculture.org](mailto:info@ndpculture.org), with in the subject line "Digital and Communications Manager" **by 20 August 2021 by 14:00 CET**
- Your motivation letter (max. 1 x A4 page in length) should explain why you are applying for the position and how will you communicate about the work of NDPC.

Selected candidates will be invited for an interview in the week of 25 August 2021. Only shortlisted candidates will be contacted.

### About NDPC



The Northern Dimension Partnership on Culture (NDPC) is an international organisation focusing on the improvement of operating conditions for cultural and creative industries. Since 2010, the NDPC has served as a regional focal point regarding information on policy developments in culture and creative industries (CCI), regional collaboration and access to financing for CCIs, as well as facilitated networking activities.

The activity area covers 11 countries: Russia, Finland, Sweden, Norway, Denmark, Iceland, Estonia, Latvia, Lithuania, Poland and Germany. The NDPC Secretariat is based in Riga, Latvia.

More about NDPC can be found on [ndpculture.org/ndpc](http://ndpculture.org/ndpc)

## About EUNIC



**EUNIC**  
EU National Institutes  
for Culture

EUNIC – European Union National Institutes for Culture – is the European network of organisations engaging in cultural relations. EUNIC’s vision is to build trust and understanding between the people of Europe and the wider world through culture. We work to make culture count in international relations.

Together with our partners, EUNIC brings to life European cultural collaboration in more than 100 countries worldwide with a network of 132 clusters, drawing on the broad experience of our members from all EU Member States and associate countries. EUNIC advocates a prominent role of culture in international relations and is a strategic partner of the EU, actively involved in the further definition of European cultural policy. EUNIC is a platform for knowledge sharing and for capacity building amongst its members and partners.

More about EUNIC, its values, how it operates and its history can be found on [eunicglobal.eu/about](https://eunicglobal.eu/about).