

## **LIVEMX**

**Project officer**

**Communication and production assistant**

Start: as soon as available

Applications deadline: 7th July

Interviews: online, from 12<sup>th</sup> to 16<sup>th</sup> July

Freelance contract:

-duration: 3 years, pluri-annual agreement with yearly contracts

-20.000€/year (On average 6 to 7 days of work per month; approximately 80 days per year)

### **Mission:**

In the framework of LIVEMX, a new EU funding project managed by INOVA+, EMEE and Live DMA, and under the supervision of their teams, the communication and production assistant will support the implementation of a capacity building programme and calls for funding to support live music venues and music export strategies in Europe.

LIVEMX is an innovative project aiming to nurture a more diverse and sustainable music sector in Europe. A central part of the project is a leading-edge funding scheme designed to cater to very specific needs within the European music ecosystem. Over the three years of the scheme, annual calls for proposals will encourage the collaboration between music professionals to answer some of their immediate priorities. In the wake of the COVID-19 pandemic, challenges such as cross-border mobility of musicians and sustainability in the industry require a vision that involves all music sector stakeholders. The funding scheme, which will support 90 music sector beneficiaries with lump sum grants, will focus on three specific topics: “music export”, “music venues” and “digital circulation and engagement”. The project will also deploy a capacity-building programme targeting music professionals to develop their project ideas through the LIVEMX key topics.

### **Tasks:**

- Prepare the narratives and the communication toolkit to spread the calls for funding with the project partners and local ambassadors.
- Coordinate the capacity building programme (contact speakers, promote the sessions, manage the registrations, host the sessions).
- Host and animate the cross-fertilisation sessions with the beneficiaries.
- Produce resources to disseminate the results of the projects based on strong connections with the beneficiaries

Additionally, the communication and production assistant may be sought to:

- Participate in the management meetings.
- Advise on the communication strategy.
- Introduce the project and the calls at dedicated music professional events and conferences.



**Profile:**

- Knowledge of the live music sector, export strategies and livestreaming practices.
- Previous experience in project's coordination, communications, online workshop production and facilitation.
- Organisational skills, ability to work remotely with multiple partners.
- Ability to work with online tools such as basecamp, slack, zoom, asana, trello...
- At ease with InDesign/ or Canva and photoshop.
- Excellent written and oral skills in English.

**Please send your application (CV and letter of motivation in English) headed to the coordination team by email to [livemx.eu@gmail.com](mailto:livemx.eu@gmail.com)**

