

OperaVision is hiring

OperaVision is a project led by Opera Europa, the European association of opera companies and festivals, in partnership with 30 opera companies from 18 countries, supported by the European Commission's Creative Europe programme.

OperaVision brings a rich and diversified opera season streamed free, live and on demand, to audiences world-wide, while also building a library of resources for opera lovers and novices – extracts, stories, articles, behind the scenes glimpses...

To realise this mission to its fullest potential, OperaVision is hiring an **Editorial Coordinator**, a **Web Publisher** and a **Communications Coordinator & Community Manager**.

OperaVision is a project managed by Opera Europa, a non-profit organisation based in Brussels, Belgium.

Opera Europa is offering full-time employment with weekly working days in the Brussels office, and flexibility to work remotely at pre-determined times.

To apply, please send your CV and cover letter to audrey@opera-europa.org before 25 March 2018.

Editorial Coordinator

The Editorial Coordinator works closely with Opera Europa's General Manager and OperaVision's Project Manager to make sure all content of the platform is delivered and presented in the best way for our audiences. Main tasks include:

- Building a relationship with all partners involved and being a trusted contact
- Writing synopses and insights about the scheduled operas
- Producing/creating extra content to enrich the audience experience (articles, interviews, extra contributions)
- Coordinating the translation of these texts
- Coordinating the subtitling process
- Enforcing the agreed editorial planning schedule with partners and the internal team

Skills:

- English, French or German mother-tongue, and a good understanding of at least one of the other working languages
- Excellent writing and knowledge of opera history and repertoire
- Proven planning and coordination skills
- IT-literate : good command of the Office Suite, notions of Adobe tools (Photoshop, Premiere) a bonus
- Team player and dedication
- A minimum of two years professional experience

Web Publisher

The Web publisher implements the view and publishes all content supplied by the Editorial coordinator. Main tasks include:

- YouTube: uploading videos, curating the YouTube channel, uploading multi-lingual subtitles
- Drupal: maintaining the trilingual platform in respect of the editorial plan
- Photo and video editing

Skills:

- Good command of Adobe Creative Suite, in particular Photoshop, Premiere and InDesign (or similar video/image editing software)
- Experience in the management of YouTube channels
- Efficient and stress-resistant
- Working language English or French
- A minimum of 2 years professional experience

Communications Coordinator & Community Manager

The Communications Coordinator & Community Manager is responsible for coordinating and implementing all communication and marketing actions agreed upon with the Opera Europa Communications Manager. Main tasks include:

- Social media management: posting, boosting, community management
- Creation of visuals and videos (photo and film editing, graphic design)
- Writing, laying out and despatching the e-newsletter

Skills :

- Professional experience of social media management (Facebook, Twitter, Instagram)
- Good command of Adobe Creative Suite, in particular Photoshop, Premiere and InDesign (or similar video/image editing software)
- Experience with Mailchimp
- Excellent written English, with good understanding of French and German (other languages a bonus)
- Precise, with an eye for detail, efficient and stress-resistant
- A minimum of two years professional experience