

communication collaborator (m/v/x, 50%, indefinite period contract)

argos centre for audiovisual arts facilitates the presentation, production, and study of critical audiovisual arts through archival and distribution services, exhibitions and various programmes, a screening space and a research library. argos considers the audiovisual arts as a way of looking at and understanding the world. Active since 1989, it fosters dialogue with a broad range of institutional and non-institutional partners, both in Brussels and beyond, to support a multitude of voices in society and to seek new ways to engage its audiences. Through its various activities, argos wants to understand the past, hold the present and shape the future of the audiovisual arts.

general outline

We are looking for an experienced and dedicated part-time communication collaborator who will shape and implement argos' communication strategy reflecting the organisation's missions. Together with the part-time digital media collaborator you will form the communication team of argos. You will be part of a team of approx. 10 people in a transformative period for the organisation.

tasks

The communication collaborator:

- takes the lead in developing a communication strategy reflecting argos' missions and long term goals and takes care of its implementation
- is end-responsible for planning, coordination and follow up with the team and third parties such as graphic designers, printers, photographers and translators
- creates content for website, newsletters, press releases and social media (NL, FR & EN)
- is responsible for keeping the contact list up to date
- manages and maintains the press file and makes it a priority to keep channels open between journalists and team members
- analyses communication data and makes improvements to optimize user experience and engagement
- manages the communication budget
- works together on audience development strategies and identify overlooked audiences
- supports the digital media collaborator with keeping the social media channels active
- establishes media partnerships and secures promotional opportunities
- is present during important events such as openings
- supports editing of subsidy dossiers.

profile

- you have experience working in communication in cultural organisations and are knowledgeable about about inclusive communication, visual language, digital tools, audience engagement and press relations

- you are confident developing communication strategies for long and short term
- you are hands-on and capable of leading and executing a project from start to finish
- you have excellent skills in planning and coordination
- you have previous experience as a copywriter, journalist or editor
- you are trilingual (EN/FR/NL) and have excellent (copy)writing skills in at least two languages (EN and FR/NL)
- you are familiar with key principles for inclusive language use
- video and image editing are an extra asset
- you are communicative, organised and flexible, and a sense of initiative and responsibility
- you have experience and/or affinity with the artistic sector and the cultural institutions in Belgium
- you have knowledge of the audiovisuals arts
- you are familiar with and/or open to applying consent in decision making processes
- you want to work in and contribute to an environment valuing trust, respect and listening.

compensation and benefits

- a part-time position (50%) with a long term contract (starting asap and the latest summer 2025)
- a competitive pay in line with the wage conditions for socio-cultural work PC 329 (cat. B1a).
- benefits package: teleworking allowance, compensation for public transport, internet and cell phone expenses, extra-legal holidays
- flexible working hours and a committed team
- there is room for your creative and results-driven mindset

The deadline to submit your application is 18 May 2025.
Interviews are planned in the week of 19 May.

If you are unsure whether you fit the profile, please don't hesitate to make your interest known (julia@argosarts.org).

To apply, please send your CV and a motivation letter in Dutch to Julia (julia@argosarts.org).