

Position: Communication manager
Duration: Part time position.
Starting date: First of December 2013

The Communication manager shall perform the following functions:

Responsible for developing Zoukak's Communication Strategy through the following:

- Manage the implemented communication instruments (brochures, fact sheets, advertising and audio-visual material, PowerPoint presentations, portfolio, etc.) to promote Zoukak's work
- Apply the communication tools related to Zoukak's "membership program" (brochure, poster, tickets, website link)
- Website activation and update
- Respond to all website feedback emails
- Network with other organizations to increase Zoukak's visibility and engage with Zoukak's partners, members and stakeholders
- Rely on the use of the website and social media to reach a larger audience in order to get national, regional and international exposure
- Develop a network and strategy for international touring and dissemination of Zoukak Company's artistic work
- Prepare and launch the monthly newsletter: collecting information and documents, organizing them on the template, in English and Arabic, and sending it
- Coordinate media and press activities (press-releases, press conferences etc.)
- Prepare lists of mass media institutions, cultural institutions and update them regularly
- Prepare a kit of press communication
- Manage Zoukak Sidewalks' communication: Brochures, posters, design, promotion, press...
- Create files for all projects
- Develop and maintain Zoukak's photo library for use across a range of social media
- Archive the documentations, files, press articles, etc...

QUALIFICATIONS

- Previous experience in communication management or other relevant professional fields
- Previous experience in the civil society/ development field and/or in the cultural sector
- Knowledge in press and media fields
- The capacity to manage the communication needs of various projects from beginning to end
- Fluency in Arabic, English and French.

SKILLS

- Good communication and interpersonal skills
- Ability to communicate and work effectively within a team
- Energetic and precise
- Takes initiatives to improve the task's requirements
- Calm with conflict management skills
- Personal charisma
- Copywriting and text editing skills
- Computer skills (Word, Excel, PowerPoint, Photoshop, website management, etc...).

www.zoukak.org

