

Job offer

OUR FRENCH OFFICE HIRES A MULTIMEDIA OFFICER

Position title:	Multimedia Officer
Employer:	Energy Cities
Location:	Besançon (France)
Duration:	Full time, 2-year contract (possibility of extension)
Published:	14 November 2018
Deadline for applications:	9 December 2018 midnight
Starting date:	14 January 2019

ABOUT ENERGY CITIES

Energy Cities is the European Association of local authorities in energy transition. Created in 1990, the association represents now more than 1,000 towns and cities in 30 countries.

Our vision: The low energy city with a high quality of life for all. Our agenda: Promote a decentralized and democratic energy system, ensuring cities are sufficiently empowered to remain in the driving seat of the energy transition.

Since 2009, Energy Cities is co-leading the secretariat of the [EU Covenant Of Mayors](#), a bottom-up movement of more than 7,750 cities and towns.

Energy Cities' dynamic and multicultural team is made up of 23 people of 9 nationalities. We have two main offices – Besançon in France and Brussels in Belgium.

More about us: www.energy-cities.eu

THE MULTIMEDIA OFFICER IN BESANCON WILL BE IN CHARGE OF:

Visual and digital communications (70%)

Help Energy Cities' communications team produce appealing content through the design and production of digital, print and multimedia assets.

- Support project teams in the production of publications (digital and print)
- Ensuring visual coherence in all communication supports
- Layout content and take care of image library management
- Propose, design and produce multimedia items (social media cards, flyers, online publications, etc.)
- Video and audio production

Webmaster (30%)

Help Energy Cities' team perform well in the digital world through technical support.

- Maintenance and updates of Energy Cities' websites (main website and project microsites)
- Running online accounts (i.e. Energy Cities Cloud, Adobe Cloud, Google, etc.) and some IT equipments
- Providing support on newsletter management
- Liaise with subcontractors: web developers & hosting companies, designers, , etc.
- Monitor web traffic and social media metrics

WHAT SKILLS SHOULD YOU HAVE?

We are looking for a tech-savvy person who has a keen eye for design.

Applicants should have at least 4 years of experience in digital communications with a completed bachelor degree in the field (or related). Good level of English and French required.

- Thorough knowledge of and ability to use Adobe Creative Suite (particularly Illustrator, Photoshop, Indesign)
- A good understanding of product development cycle for both digital and print products
- A successful track record of managing website development and publishing projects
- Knowledge and constant updates of latest technologies, tools and web best practices
- Understanding of technical jargon and working knowledge of current programming languages and CMS (Wordpress), IT services
- Demonstrated ability with graphic design and multimedia production for web and print
- Detail-oriented, resourceful and able to manage shifting priorities
- Well-developed interpersonal communication

Desirable

- Experience in video editing (Adobe Premiere Pro)
- Experience in podcast/audio editing (Adobe Audition)
- A strong interest and knowledge in the energy transition in Europe

CONTRACT & CONDITIONS

- Working contract under French law
- Full time 2-year contract (with possibility of permanent contract)
- Location: Besançon
- Salary conditions: depending on candidate's experience and according to Energy Cities' salary grid
- Holidays per year: 26.5 days
- Working time: 39 hours/week, compensated by 20 RTT¹ (France) per year
- Further advantages: Attractive health insurance package; prévoyance package; Company Saving Fund (Plan Epargne Entreprise-PEE); restaurant vouchers; public transport season ticket, cyclist fee/allowance

SUBMIT YOUR APPLICATION

Please send your **motivation letter and CV** before December 9th at midnight to Jean-Pierre VALLAR, Managing Director Energy Cities: jean-pierre.vallar@energy-cities.eu

Only short-listed candidates will be contacted and interviewed.

¹ In 1998, a law on time worked was set up by the French government in the hope of reducing unemployment and encouraging new hires. Since then, employers in France are compelled to give extra vacation days in order to reduce the annual working time (besides the regular paid holidays). These vacation days are called by the French law "RTT days" for non-executives and "Additional rest days" for executives. But in common language these days are called "RTT days" for all employees. RTT means "Reduction du temps de travail", i.e. "reduction of working time".