

CALL FOR EXPERT

Event and Communication Expert

Terms of reference

Villa Montesca Foundation in the framework of the Project “Culture Cannot Wait” founded by the European Commission under the Civil Protection Financial Instrument, **UCPM-2018-PP-AG**

launches a call for expert for the following professional profile

This call for expert is launched pending the approval of the Board of Managers adopted at the earliest meeting, that will define the composition of the Commission and the criteria for the selection.

The candidatures have to be presented via Internet, filling the on-line form available on:

<http://www.montesca.eu/bandifondazione/regform2.php> within **10/03/2019**

Title: Event and Communication expert

The work plan of the CULTURE CANNOT WAIT! project require the preparation and implementation of national and regional events and meetings, the preparation of multilingual documents with contributions from project partners and stakeholders and the setup of logistic arrangements in coordination with the project partners.

For these activities, the CULTURE CANNOT WAIT! Project requires the support of an Event and Communication expert.

Consortium: Italian Civil Protection Department - DPC **Coordinator**

Partners:

- FRANCE Ministry of Interior, General Directorate for Civil Protection and Crisis Management DGSC
- SPAIN, Ministry of Culture and Tourism of the Regional Government of Castilla y León
- TURKEY Disasters and Emergency Management Authority AFAD
- ICCROM International Centre for the Study of the Preservation and Restoration of Cultural Property
- Villa Montesca Foundation





Work Place: Italian Civil Protection Department Headquarters
Address: Via Ulpiano 11 Rome

Scope of the Job:

Under the supervision of the CULTURE CANNOT WAIT! Project Manager and in close coordination with the project experts and the National Focal Points, the E&C expert will support the preparation of project documents and communications, participate to team meetings, collect contributions from team members, participate to the design, organisation and implementation of project meetings, events and initiatives.

Background: the Project proposal CULTURE CANNOT WAIT! Submitted under the Call 2018 “Prevention and Preparedness Projects in civil protection and marine pollution” has been selected by the EU Commission DG ECHO. Implementing period: 24 months from 1 January 2019 to 31 December 2020. The project aims at defining elements of a European methodology to address protection of cultural heritage during emergencies, at supporting interested countries in the development of national capacities for the protection of cultural heritage during disasters and at establishing a multinational, multi-sectoral (cultural heritage and civil protection) asset for supporting national and international response in case of emergencies. The implementation of the Project requires an Event and Communication expert that will be contracted for a period of 22 months (March 2019 – December 2020)

Main objective:

- Draft project visibility material (website and social media content, publications etc.)
- Draft edit and disseminate the Project periodical newsletter and press releases;
- Draft edit and disseminate the Project communications and information documents
- Create a database of contacts, including the Project stakeholders and relevant actors in the field, to be constantly updated and expanded.
- Draft of all institutional correspondence (invitation letters, announcements, information notes etc.).
- Coordinate all necessary actions for high-level and working meetings, training courses and TTE foreseen by the Project (e.g. invitation letters, collecting participants registration forms, list of participants, events location selection, act as liaison officer with the travel agency responsible for providing travel services etc.)
- Facilitate the travel services in cooperation with the responsible travel agency ;

FONDAZIONE HALLGARTEN FRANCHETTI
CENTRO STUDI VILLA MONTESCA



Villa Montesca
06012 Città di Castello (PG)

tel +39 075 8522185
fax +39 075 8521610

info@montesca.it
infomontesca1@legalmail.it

www.montesca.it

**Education**

University Degree in International Relations/ Foreign Languages/Communication/Law or equivalent.

Relevant work experience

A minimum of two years of progressively responsible professional experience in planning and implementation communication. Previous experience involving the provision of organizational and travel-related services in particular in the framework of donor-funded projects/programmes is an asset.

Skills and competences

Knowledge of concepts and terminology relevant to the broad field of disaster risk management, including focus on disaster prevention and response preparedness;
Experience managing website content, high level of comfort with social media content writing;
Computer literacy in MS office tools;
Excellent communication, drafting and reporting skills;
Knowledge of travel services-related practices;
Client oriented attitude when dealing with travel organization.

Language proficiency: Fluency in both English and Italian languages. Knowledge of another EU language is an asset.

Duration of the assignment Until December 2020

Number of estimated working days 264

Total estimated gross salary 41.000 EUR

The responsible for this procedure of selection is:

Fabrizio Boldrini

Mail: fabrizio.boldrini@montesca.eu

Tel +39 0758521512

28/02/2019 Città di Castello

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