

UNIC / Policy and Communication Assistant

Deadline for applications: 26 August 2022 – Interviews will take place on 6 September in Brussels
Send CV and cover letter to: lhoulgatte@unic-cinemas.org

1 | UNIC

The International Union of Cinemas (“UNIC”) is the European trade association representing the interests of cinema theatres and their national associations across 39 countries. We are based in Brussels and work with European and international institutions and film industry partners to promote the cultural, social and economic value of cinema. See www.unic-cinemas.org for further information.

2 | ROLE

We are looking to hire a Policy and Communication Assistant to work across a range of political and industry issues:

- **Analysis and advocacy:** Monitoring and analysing EU and national policy developments relevant to cinema operators. Drafting UNIC positions and updates. Developing a network of contacts to be able to identify key policy and market developments at an early stage. Working with contacts in European institutions and partner organisations across the creative industries to ensure that UNIC’s voice is heard.
- **Communications:** Developing a communication strategy and implementing specific communications activities. Drafting, editing and proofreading materials including statements, reports, briefings, articles, and letters and ensuring their targeted distribution. Helping keep UNIC’s website up-to-date with relevant resources and materials. Helping maintain UNIC’s social media and web presence.
- **Event management:** Assisting the team in developing and organising policy and industry events that are of interest to cinema operators across Europe.
- **Association management:** Some administrative work will be required.

3 | YOUR PROFILE

- 1 – 2 years’ work experience in EU affairs, preferably related to the audiovisual or cultural and creative industries
- University degree
- Fluent English (spoken and written), other European languages desirable
- Excellent writing and analytical skills, and ability to communicate complex information in a concise, accurate and readable manner for different audiences
- Understanding of EU decision making processes and EU institutions
- Motivated, analytic, organized, team-oriented
- A keen interest in the economic, cultural and legal dynamics that influence cinemas
- Willingness to travel

4 | WHAT WE OFFER

- The job is based in the UNIC office in Brussels, Belgium. We operate on a hybrid working model, partly from the office (at least 50% of the time) and partly remotely
- Full-time position
- A salary package with benefits in line with the experience of the selected applicant
- A six-month contract (*contrat à durée déterminé, CDD*), with possibility of extension, after discussion between the parties