

Institutional Relations and Protocol Manager

Reporting to the head of the Communication and Marketing Department, you will be in charge of:

- Drawing up the protocol procedures for the institution and ensuring their compliance.
- Planning, organising and staging all institutional acts, both internal and external, and ensuring their preparation and implementation with other bodies or institutions, entities or individuals with various public or private positions.
- Coordinating and organising with other managers of the Fundació Joan Miró their attendance at the institutional events delegated to them.
- Ensuring that the rules and provisions regarding precedence and symbols at all levels (local, regional, national and international) are correctly applied.
- Coordinating, if required, relations with external support agencies in order to organise these events.
- Coordinating actions and planning the corresponding protocol agenda with each department involved in the activity.
- Writing scripts and speeches of an institutional nature.
- Preparing and processing invitations to institutional events.
- Developing and maintaining the invitation database for institutional events and contacts.
- Informing and advising on as well as accompanying the protocol events of the institution.
- Coordinating the logistical aspects of meetings and visits by institutional representatives.
- Preparing reports and statistics for event control.
- Any other function entrusted to you in order to facilitate the correct fulfilment of your duties.

Requirements:

- A proactive, diplomatic person with relational skills, organised, dynamic and with leadership qualities.
- Excellent oral and written communication skills.
- A person greatly devoted to organisation and aware of the degree of the institution's representation.
- Negotiation and conflict resolution skills.
- University degree studies, with Communication, Advertising, Public Relations or Protocol greatly valued.
- Experience of at least 4 to 6 years in a similar post.
- Required languages: Catalan, Spanish and English (other languages will be considered).

We offer:

Permanent contract of a 37-hour week with flexible working hours.

Send your application to: seleccion@placonsultoria.com