

Fundació Joan Miró Barcelona

Press Officer

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

- Proactively establishing a relationship with local, national and international cultural and non-cultural communication/news media.
- Monitoring the media to update the programming and dissemination of the foundation's activities.
- Updating the databases of journalists and media and maintaining a smooth relationship with all of them.
- Drafting and disseminating announcements, press releases and information dossiers.
- Managing content translation.
- Sending press calls.
- Planning, organising and implementing the logistics of press conferences and/or press calls.
- Managing press campaigns for temporary, travelling exhibitions or specific projects: relations with press departments of other institutions, writing and supervising press materials, organising press trips, managing interviews and participating in press conferences if required.
- Managing requests from local, national and international media for information and interviews with the foundation's team of professionals, artists and spokespeople of the institution.
- Maintaining and managing the online press office (press releases and kits).
- Relations with press departments of other institutions in the sector or the foundation's patrons and/or sponsors.

- Managing the suppliers necessary for carrying out the activity.
- Monitoring and controlling financial expenses associated with the activity.
- Coordination and crisis management strategy with regard to the media.

Requirements:

- Undergraduate or graduate studies in Journalism, Communication Sciences or equivalent.
- Professional experience of 5-6 years in the media or in the fields of communication and press for institutions, preferably in the cultural sector.
- Good level of contacts and networking between the media and the sector.
- Excellent spoken and written level of Catalan, Spanish and English. Other languages will be considered.
- Ability to work in a team as well as autonomously and proactively.
- Resolute and creative.
- Global vision, committed to the organisation.
- Adaptable and flexible: ability to work efficiently in new situations and with different working paces.
- Advanced verbal and written communication skills.
- Ability to develop several projects simultaneously in an organised, planned and coordinated manner, acting rigorously.

We offer:

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

Send your application to: seleccion@placonsultoria.com.