

EUpthic Youth is searching for a **Transnational Communication & Documentation Manager**

EUpthic Youth is a four-year Creative Europe project (2026–2029) uniting **11 partner organisations across 10 European countries** to empower 63 teenagers as cultural curators. Pioneering a new model of participatory curation, the project gives young people genuine agency over the cultural narratives shaping their world.

Partners: Rosendal Theatre (NO, lead) · Tanzfabrik Berlin (DE) · New Theatre Institute of Latvia (LV) · SPRING Festival (NL) · ART DOT (UA) · Piemonte Dal Vivo – Lavanderia a Vapore (IT) · NTGent (BE) · Trafó (HU) · Festival d'Avignon (FR) · Materiais Diversos (PT) · NTNU (NO)

THE ROLE

As a key member of the **Transnational EUpthic Office** and head of the Communication & Dissemination Board, you will be responsible for cohesive internal and external communication across all partner organizations, strong visual identity, EU visibility compliance, and Europe-wide dissemination of project results. You will also coordinate the collection and EU submission of project deliverables in close collaboration with the Transnational Project Coordinator.

You will work alongside the Transnational Project Coordinator, the Process Facilitator, local communication managers from all partners, and directly with teenage participants — **keeping youth-led narratives at the heart of every communication effort.**

KEY RESPONSIBILITIES

Communication Strategy & Brand

- Develop and coordinate the overall communication strategy in collaboration with the Communication & Dissemination Board
- Create and maintain a Communication Handbook (visual identity, EU visibility guidelines, timelines, youth-appropriate standards)
- Develop and safeguard a coherent visual identity across all 11 partners, in collaboration with a graphic studio
- Lead regular online meetings of the Communication & Dissemination Board

Digital Content & Social Media

- Create and continuously update the central project website; build a resources section at project's end
- Manage social media presence (Instagram, TikTok, YouTube) — at least one post per week during active phases
- Produce and distribute approx. 36 transnational newsletters over the project duration; coordinate ~110 local newsletters with partners

Documentation & EU Reporting

- Document all major transnational activities, events, and milestones
- Collect, compile, and submit project deliverables to the EU in line with Creative Europe guidelines
- Support partners in local documentation according to agreed standards and remind them of EU reporting requirements

Dissemination & Visibility

- Ensure full compliance with Creative Europe communication requirements (EU logos, #CreativeEurope, funding acknowledgments)
- Support the design and dissemination of the Final Toolkit on Open-Source Curation, Final Research Publication, and evaluation reports

- Monitor and report communication KPIs: website traffic, social media reach, newsletter engagement, media coverage

YOUR PROFILE

- 3–5 years of experience in communication, PR, or marketing — ideally for European or international projects; Creative Europe experience is a strong asset
- Experience in coordinating communication across multiple organizations or within a network/consortium
- Background in the cultural/creative sector, particularly performing arts, strongly preferred
- Excellent written and spoken English (native or near native); additional European languages are an asset
- Proficiency with CMS (e.g. WordPress), social media platforms, email marketing tools (MailChimp or similar), project management tools, and graphic design basics (Canva, Adobe)
- Ability to work independently within a distributed international team, with strong interpersonal and intercultural skills
- Commitment to youth empowerment, participatory practices, and cultural democracy

WHAT WE OFFER

- Possibility of Employment or Fixed-term freelance contract (May 2026 – December 2029), 20h/week
- Remuneration: approx. €35,000/year gross (depending on the contract)
- Affiliated with SPRING Festival, Netherlands
- Full remote flexibility — option to work from one of the partner institutions' offices
- Travel and accommodation covered for project-related events (transnational meetings, Festival d'Avignon, Materials Diversos, and partner festivals)
- A creative, collaborative, and international work environment committed to cultural democracy and youth empowerment

HOW TO APPLY

Submit a single PDF in English containing:

- Motivation Letter (max. 1 page) — describe your interest in the project, relevant experience, your vision for youth-led communication, and confirm availability for the full duration
- CV / Resume (max. 2 pages) — include language proficiencies and links to portfolio work (websites, campaigns, publications you have managed)

The deadline is **10 April at midnight, Central European Summer Time**.

We aim to get back to participants in the second half of April and hold interviews at the end of April, with the hiring & starting date planned to take place in the beginning of May.

EUpHoric Youth is committed to diversity and inclusion. We warmly welcome applications from candidates of all genders, backgrounds, ages, abilities, sexual orientations, and socioeconomic backgrounds — particularly individuals with lived experience as young people from underrepresented communities.



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