

EUROPEAN SPACE AGENCY

Exhibitions Coordination Officer

Job Req ID: 12849

Closing Date: 23 November 2021

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 25 October 2021

Vacancy in the Director General's Services.

ESA is an equal opportunity employer, committed to achieving diversity within the workforce & creating an inclusive working environment. We therefore welcome applications from all qualified candidates irrespective of gender, sexual orientation, ethnicity, beliefs, age, disability or other characteristics. Applications from women are encouraged.

This post is classified A2-A4 on the Coordinated Organisations' salary scale.

Location

ESRIN, Frascati, Italy

Description

Under the direct authority of the Head of Outreach Coordination Office in the Production and Management Support Division, the Exhibitions Coordination Officer is responsible for:

- the coordination and harmonization of ESA's participation in corporate exhibitions and strategic high-level events within ESA Member States;
- the definition, planning, development and implementation of ESA participation in major Corporate exhibitions.

Duties

Under the direct authority of the Head of Outreach Coordination Office, the Exhibitions Coordination Officer will:

- Coordinate and harmonize ESA's participation in corporate exhibitions and strategic events within ESA Member States by:
 - liaising with the Outreach Coordination Officer for planning and deployment of ESA participation across ESA member states through the Director General Advisory Communication Committee (ACC);
 - liaising with the local team involved in the outreach workflow and activities involved across the various ESA establishments and Member States.
- Plan, design and implement major corporate exhibition activities at national and international level by:

- defining in coordination with the Communication Programme Officers and in straight collaboration with the relevant offices of the Production and Management Support Division, the requirements and production of material - digital, video, visual, merchandising and print - to be used in exhibitions/events;
- ensuring proper external and internal communication on ESA exhibitions and strategic events through the appropriate platforms and forums (ESA Web Portal and its social media channels, intranet);
- ensuring the promotion and distribution of content produced for ESA exhibitions to ESA Member States, museums and other visitor centers through the appropriate platforms and forums (ACC and ECSITE in particular).

Technical competencies

Understanding of Member States and relevant stakeholders' communication networks

Good understanding of the European context, other organisations and challenges

State-of-the-art knowledge in the area of responsibility at the required level

Understanding of the Agency's core business and structures and relationship to other Space Agencies

Behavioural competencies

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

Education

Applicants should have a Master's degree in marketing or communication-related disciplines.

Additional requirements

- Proven communication skills, writing skills, keen relationship-management ability, demonstrated planning and organisation, problem-solving, results-oriented, with demonstrated ability and experience in general public events and/or exhibitions organization.
- A capacity to work well under pressure to tight deadlines with flexibility to adapt to new and unforeseen demands, plus availability to potentially work on standby in specific crisis situations.
- Excellent knowledge of ESA, its programmes and the Communication Department's mandate and role is required.

Other information

For behavioural competencies expected from ESA staff in general, please refer to the [ESA Competency Framework](#).

The working languages of the Agency are English and French. A good knowledge of one of these is required. Knowledge of another Member State language would be an asset.

The Agency may require applicants to undergo selection tests.

recruitment process. If you would like to discuss this further please contact us
email contact.human.resources@esa.int.

Please note that applications are only considered from nationals of one of the following State Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada, Latvia, Lithuania ar Slovenia.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. When short-listing for an interview, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States.

(<https://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the position may be filled at A1 level.