

European Choral Association – Europa Cantat Weberstr. 59A – DE 53113 Bonn

Job Offer

Assistant for Regional Development and Data Collection

We are looking for an Assistant for our new Regional Development Strategy and for data collection

Who are we?

We are a network of organisations, choirs and individuals in the field of collective singing in Europe. Through our membership, we represent more than 2,5 million singers, vocal leaders/conductors, creators/composers, educators/teachers and managers in over 40 European countries, and reach out to more than 37 million people across the whole of Europe. [More on www.EuropeanChoralAssociation.org](http://www.EuropeanChoralAssociation.org)

Why are we recruiting?

We are about to start a new project called **IGNiting** an Inclusive and sustainable future for collective singing Throughout Europe, see www.EuropeanChoralAssociation.org/IGNITE.

Part of this project is a regional development strategy that also includes some data collection efforts in countries that were not covered in a satisfactory way by our Singing Europe Study (see www.singingeurope.org)

Through its **new regional development strategy**, the network plans to grow its membership with a focus on the regions which are currently underrepresented, such as in parts of Central and Eastern Europe, by

- attending events in the region
- meeting local people involved in collective singing activities and learning about their work, challenges and wishes
- presenting the European Choral Association and its activities
- offering information about other organisations, events, and activities in Europe
- creating links between the local choral world and the European Choral Association.
- offering help in the potential creation of a choir or conductors' association
- mapping the choral landscape, collecting statistics where possible
- finding possible potential new members to help grow the networks of the European Choral Association and the Friends of Choral Music in Europe (Friends of the European Choral Association from 2022), see www.EuropeanChoralAssociation.org/friends

Also see the Regional Development Strategy attached.

We are creating a **new 50% position** for this, aimed at professionals with good language skills and some experience with different cultures, especially in Central and Eastern Europe, **starting in late January 2022** (exact starting date to be defined in agreement with the applicants).

Deadline for application: 5/1/2022

Job-Interviews 11-14/1/2022

Decision taken by 17/1/2022

The Assistant for Regional Development and Data Collection will have the following tasks:

- Coordinating the activities in the frame of the Regional Development Strategy
 - Defining the main target countries together with the team and board
 - Preparing and publishing calls
 - Communicating with people interested in traveling to one of the target countries
 - Helping them prepare their travels
 - Dealing with their expenses, sending refund forms, checking receipts
 - Setting up a report and documentation tool
 - Dealing with the follow-up of the travels
 - Partly traveling to target countries alone or with other people
 - Presenting the European Choral Association and its activities there
 - Collecting data about choral life in the country and the wishes and needs
 - Regularly informing the team and the board about the outcomes
 - Preparing reports to the European Union on what has been achieved
- Gathering data about collective singing in countries for which no data are available in the Singing Europe study www.SingingEurope.org
 - Contacting people in the corresponding countries
 - Asking for possible sources in these countries
 - Suggesting solutions on how to get data if there are none available
 - Adding data to the website
 - Preparing reports to the European Union on what has been achieved
- Supporting the team in the General Secretariat with other tasks
 - The Noel Minet Fund scholarships on behalf of the Friends of the European Choral Association (receiving applications, communicating with candidates, communicating with the Noel Minet Fund committee, informing candidates about the outcome, organising the payments in cooperation with the treasurer of the Friends)
 - Invitation of selected members to the Membership Weekends and workshops (sending out call, coordinating decision with the board, dealing with candidates and travel expenses)
 - Other general tasks (preparing General Assemblies and meetings, contributing to communication and evaluation work, details to be discussed)

Skills required:

- Intercultural experience and skills, openness to different cultures and working methods
- Preferably experience in Central and Eastern Europe
- Language skills: Excellent level of English, basic communication skills in Russian/Slavic languages. Better language skills in Russian as well as further language skills will be an asset. (The working language within the team will be English)
- Communication skills: Ability to talk to people live and on the phone in different languages and to talk in front of bigger audiences
- Team skills: Ability to work in a small and close team, sometimes in small premises
- Flexibility: Willingness to work from home at least part of the time, and to travel to Bonn or another place regularly (at least once every 2 months) for physical meetings with the team
- Computer skills: Very good computer skills, good proficiency with office software, willingness to learn to work with new programmes, further technical skills an asset
- Some knowledge in social studies / data collection will be an asset
- Background in culture: Interest in culture and/or education, experience in the field of collective singing / choral music will be an asset

The European Choral Association is an equal opportunity employer. All applicants will be considered for employment irrespective of age, sex, sexual orientation, gender identity, disability, ethnicity, origin, religion or economic or other status.

Conditions:

- Initially: 50% position (where 100% represents 39 hours/week) – should the European Choral Association be successful with other project applications, they may be an option to increase the number of hours, in mutual agreement
- Either
 - **Contract according to the German TVÖD system** (50% of TVÖD level 9a1 initially, if applicant lives in Germany / would like to move to Germany – this would represent a gross brut salary of around 1.859,70 €
 - EU citizenship or work permit in Germany required in this case
- OR:
 - **Freelancing position on the basis of invoices** if the applicant would like to work remotely from home and lives in another country other than Germany, or prefers to work as a freelancer (In this case the funding available for 3 years, approximately 72.000 EUR, will be divided into an expenses budget for travels, accommodation and meals during travels and an amount available to pay invoices – social security and taxes will have to be paid by the freelancer.
- Probation period: 3 months
- Location: partly working from home, partly in the seat of the association in the city of Bonn, Germany (central location), or remote work from home with occasional physical meetings
- Travel expenses to attend the job interview will not be reimbursed; interviews can be done by videoconferencing if needed.

Applications

- To be sent in English **by 5/1/2021**, preferably by e-mail to info@EuropeanChoralAssociation.org (We seek to make the job application process as accessible as possible. If you need to apply in a different format, please do not hesitate to contact us so we can find a solution)
- Questions can be addressed **until 21/12/2021** to info@EuropeanChoralAssociation.org or you can call the number +49 228 9125663 (since we are mostly working from home, please leave a message and we will call you back)
- Sending: Motivation letter / CV / Any attachments that may help assess your skills and experience

Attachment:

Regional Development Strategy.

New Regional Development Strategy from 2022

Background / History

At the beginning of the 21st century ECA-EC had the opportunity to develop two regional centres with member organisations in Hungary and Catalonia, Spain:

1. The Central-Eastern European Centre in Hungary (with a seat in Pomáz and Pécs)
2. The Mediterranean Office for Choral Singing in Barcelona (connected to MCC)

On the one hand in both cases opportunities appeared and were accepted by ECA-EC, at the same time, at the time the feeling then was that regional development was especially needed in these regions and that regional centres could contribute to a better contact to others in the corresponding region.

Over the years there were different agreements with both centres and the funding models as well as the relationship between ECA-EC and the centres changed. Initially the Central-Eastern European Centre received financial support from the Hungarian government and ECA-EC covered personnel costs for a while, until Gábor Móczár became a candidate to the Board of ECA-EC. Movement Coral Català initially received funding for international activities from the Catalan government and invested staff time for activities of the Mediterranean Centre as support in kind.

When ECA-EC had no major EU-funding in 2015/16, there was no possibility of funding the work of the Regional Centres at all, since 2017 ECA-EC has been refunding travel expenses of the two regional centres as well as a meeting of Central-Eastern European choral experts in Pécs in 2019.

Proposal for new Strategy of regional Development

At the Strategy Retreat in October 2019 it was suggested that the system for regional development might be improved if it was not concentrated on two regional centres but based on a broader approach that would allow to reach out into more countries with a bigger group of persons, allowing ECA-EC to use the fact that many people are regularly traveling to countries that are in the focus of the association's regional development.

Strategic AIMS for this regional development

While the European Choral Association - Europa Cantat is already connected to the choral world in many European countries and has a good network of 60 national and regional / specialized member associations in 30 European countries, as well as a network of music consultants in countries in which there is no member association, the connection to some of the countries or regions, especially in the Mediterranean region and in Central-Eastern Europe is still not very strong. This strategy for regional development should thus allow the European Choral Association - Europa Cantat:

- to establish new contacts in these countries and strengthen the relation to existing contacts

- to gain knowledge about the choral life in these countries and regions, the existing associations, the choral landscape, examples of good practice and challenges and wishes of the sector
- If needed and wished for, to support the creation of an association (with the support of the ECA-EC General Secretariat), also using the tool of peer-to-peer exchange with representatives of recently established associations offering help with their experience
- If needed and wished for, to support the creation of new international activities or the internationalisation of existing national activities
- to increase the visibility of ECA-EC and its activities and encourage participation

The proposal is thus to introduce the concept of “regional ambassadors” (*final term word to be decided - one proposal is “regional connectors”*) helping ECA-EC connect to the choral world in different countries across Europe based on the following principles:

- The regional development would be **coordinated from the General Secretariat in Bonn**, ideally with a staff member devoted to this task for a specific amount of hours per week (if the budget allows, should be included in the next network funding application or an application to a foundation)
- ECA-EC would publish the possibility of **applying for funding to cover (parts of) the costs of a trip into one of the focus countries** of the regional development strategy (*list of countries to be defined, starting with all countries in which ECA-EC has no choral organisation or a weak, non-active choral organisation*) and set a maximum budget per year on the basis of the project application for IGNITE.
- ECA-EC would **refund as maximum the real costs for the travel, accommodation and meals**, no personnel costs or fees. In return the person traveling would promote ECA-EC in the country, arrange for official meetings, make a live presentation and/or distribute flyers, speak to people and report back to ECA-EC including putting the ECA-EC office in touch with some key persons
- **People would not receive the title of “Ambassador” long-term**, but would rather be on an “regional mission” (*good term to be found!*) for a specific trip to a specific country, to be agreed with the coordinator in the ECA-EC General Secretariat, and with a report to the General Secretariat afterwards.
- **The applications should be for specific persons** travelling and specific trips, not for institutions, even if the persons are attached to a member organisation or another choral institution and this institution may submit the application
- **As a consequence ECA-EC will no longer have official “regional centres” in Hungary and Catalonia, Spain from 2022.** However, people who worked for the regional centres in the past or represented them will be free to apply for funding for specific trips to focus countries.
- **As further consequence, activities such as the Mediterranean Forum or other regional meetings with choral experts would no longer be activities of the current regional centres.** Any member association or partner of ECA-EC could apply to organise such an activity in partnership with ECA-EC