



STAVROS
NIARCHOS
FOUNDATION
CULTURAL
CENTER

ΚΕΝΤΡΟ
ΠΟΛΙΤΙΣΜΟΥ
ΙΔΡΥΜΑ
ΣΤΑΥΡΟΣ
ΝΙΑΡΧΟΣ

Συντονιστής/ρια Marketing Marketing Officer

Designed by the architectural firm Renzo Piano Building Workshop, the Stavros Niarchos Foundation Cultural Center (SNFCC) is a sustainable, world-class cultural, educational and recreational urban complex that includes the new building facilities of the National Library of Greece and the Greek National Opera, alongside with the Stavros Niarchos Park. It was constructed through a grant from the Stavros Niarchos Foundation and was transferred to the Greek State in February 2017.

SNFCC Single Member S.A. is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, developing its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant from the Stavros Niarchos Foundation.

SNFCC Single Member S.A is an employer that provides equal opportunities, through prohibiting discrimination against employees or candidate employees regarding their race, skin color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual orientation or any other category protected by the law. SNFCC Single Member S.A ensures that all candidates will be treated equally with accordance to their qualifications and the conditions laid down by the law.

The **Marketing & Communications Department** is responsible for all aspects of the visibility and promotion of the Stavros Niarchos Foundation Cultural Center, within and beyond its facilities, in Greece and abroad.

SNFCC is currently looking for a **Marketing Officer**, reporting to the Marketing & Communications Director. The **ideal candidate** Develops content and coordinates the production, dissemination and organization of content for the promotion of SNFCC's events, activities and services, in both the digital and analog environment.

Main duties and key responsibilities:

- Content development and coordination of updates to snfcc.org
- Copywriting for the promotion of SNFCC's events and services, or for visitor information purposes
- Support in the development of new digital projects and/or analog productions
- Organization and updating of the archive of audiovisual materials
- Performance of daily duties of administrative support for the department

Requirements

- University (Bachelor's) degree, or post-secondary technical education diploma of at least 3 years of study, in a relevant field
- A postgraduate degree will be considered a plus
- Proven experience of at least 2-3 years in a similar position
- Excellent writing and speaking skills in Greek and English. Knowledge of a second language will be considered a plus
- Experience in copywriting, with emphasis on the digital environment
- Proven ability to coordinate or support the development of digital tools and projects
- Experience in content development in the field of culture and/or the creative economy will be considered a plus
- Good knowledge of, and interest in, the cultural scene in Greece and abroad will be considered a plus.
- Excellent use of MS Office

Required skills and desired qualities:

- Excellent written and oral communication skills
- Team spirit
- Excellent organizational skills, within set deadlines, with attention to detail

Application process:

- The submission deadline is February 27, 2022 at 23:59 EET
- Candidates must submit their resume and a brief letter of interest [HERE](#).
- All applications will initially be assessed by an independent human resources consulting firm. Interviews with shortlisted candidates will follow. All candidates will be notified of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to Persons with Disabilities