# Job Description: RMA Communications Officer

Fixed term of 3 years, renewable

The Communications Officer is an important role in the day-to-day visibility of the Royal Musical Association. The Officer is responsible for distributing news to the current RMA membership via e-bulletins and social media, as well as communicating with other individuals and organisations. The role has many different responsibilities, with the Officer being an integral part of several of the RMA Committees. The role includes:

* Liaising with the Digital Technology Officer and others to maintain, develop and implement an up-to-date publicity and communications strategy for the Association.
* Creating content for, scheduling and managing the RMA Social media pages (Facebook and Twitter).
* Writing and distributing the RMA’s monthly e-bulletin, soliciting and collating news items, event listings, and other pieces of interest to current and potential membership.
* Writing and distributing any other any other relevant emails and correspondence to the membership as needed throughout the year.
* Acting as a point of contact for members and external counterparties.
* Communicating with Chairs of Committees and relevant members of the Association.
* Working alongside the other paid Officers of the RMA to contribute to the smooth running of the Association.
* Acting as a positive and enthusiastic ambassador for the Association, fulfilling the above duties in line with the Association’s values and mission.

This is an exciting, multifaceted and engaging role that offers the Officer many opportunities to build their communication and teamworking skills.

All officers are responsible to the President on behalf of Council and meet annually to discuss progress and priorities. The Officer will report to the Chair of the Finance, Membership and Communications Committee, which in turn agrees the priorities and workplan of the Officer. They will work closely with the Officers of the Association (in particular the Digital Technology Officer and Research Training Officer), and the editors of the various RMA publications, as appropriate.

The Officer will be *ex officio* a member of Finance, Membership and Communications Committee and Publicity sub-committee. It is expected that they will attend the Flagship Conferences subcommittee. They have the right to attend meetings of Council and Events Committee.

The Officer must be a Member of the RMA throughout their tenure of the post. The honorarium for the post is £2,895 in 2023.

Person Specification

* Strong skills in written communication for different academic and non-academic audiences
* Understanding of social media platforms and ability to create engaging content
* Ability to prioritise and work to deadlines and to encourage others to do the same
* Understanding of the values and mission of the RMA and the ability to communicate these clearly and consistently

Informal enquiries should be directed to the Chair of the Search Committee, Prof. Catherine Tackley (catherine.tackley@liverpool.ac.uk). Applications should be sent by email to Prof. Tackley, and should comprise the following:

• A curriculum vitae (maximum 4 sides A4)

• A covering letter outlining ambitions for the post and details of the candidate’s relevant experience and expertise in relation to the person specification

• Names and contact details of two referees

The deadline for applications is **Friday 9th December, 9am**.  Interviews will be held online in the week beginning Monday 12th December.

Applications from ECRs/PhD students are particularly encouraged.

*We particularly encourage applications that reflect the full diversity of music studies and from individuals who self-identify as members of groups that are often under-represented in the RMA and music academia more broadly.*