

Vacancy

EVENT AND COMMUNICATION MANAGER

Part-time position, 20-32 hours/week



eit-culture-creativity.eu



ABOUT EIT CULTURE & CREATIVITY

EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centers and universities with the aim to tackle global challenges Europe faces, e.g. in Climate, Raw Materials, Urban Mobility or Manufacturing. For more please visit www.eit.europa.eu. The European Institute of Innovation and Technology (EIT) launched 2023 the building of the Innovation Community for the Cultural and Creative Sectors and Industries (CCSI), called EIT Culture & Creativity (EIT CC).

EIT Culture & Creativity's mission is to support growth, jobs and competitiveness in CCSI to compete on global markets through provide interventions to CCSI and sector-specific challenges in education, innovation and business creation and foster interdisciplinary and cross-sector collaboration. In this way, EIT Culture and Creativity unlocks the innovative potential of its fragmented ecosystem, contributing to Europe's triple transition and building a new understanding of a competitive entrepreneurship. We will focus on the following priority areas, each having its unique challenges and a need for intervention while representing a significant share of the EU CCSI workforce and revenue: Architecture, Audiovisual, Cultural Heritage, Gaming and Fashion.

To represent the diversity of the CCSI stakeholders, from profit to non-for-profit organizations, EIT Culture & Creativity set up a two-strand governance under German law: A nonprofit association (EIT CCSI e.V.) and a Limited Company (EIT Culture & Creativity GmbH), both legally registered in Cologne.

EIT Culture and Creativity GmbH (EIT CC) is funded in the first years by grants of the EIT, while the EIT CCSI e.V. receives membership fees from its partners to provide, under German law tax exempt, services for the CCSI ecosystem. EIT Culture & Creativity aims to become financially sustainable and independent from public grants or membership fees over the course of 15 years. Starting from 2025, EIT CC will execute an investment portfolio approach holding equity in the start-ups and scale-ups that join its various Business Creation and Innovation programs. In the long-term, EIT Culture and Creativity aims to be financially sustainable by the returns from these investments and equity, effectively acting as an impact investor.

For more please visit www.eit-culture-creativity.eu.

EIT Culture & Creativity now invites applications for the position of:

EVENT & COMMUNICATION MANAGER

PART-TIME POSITION (20-32 h/w) AT EIT CULTURE & CREATIVITY Co-Location Centre East

ABOUT THE POSITION

The EIT Culture and Creativity Co-Location Centre East (EIT CC CLC-East) is looking for an Event and Communication Manager to oversee the full lifecycle of event management and communication for our activities. This includes planning, executing, and promoting events while ensuring clear and effective communication with stakeholders and partners. The ideal candidate will have a strong background in organizing events, managing communication strategies, and working closely with external vendors and partners.

The Event and Communication Manager will deliver the EIT CC value proposition by rolling out both general and region-specific event services, as well as contributing to the strategic goals of the organization. The selected candidate will also support the Director of EIT CC CLC-East in administrative tasks such as reporting, monitoring, and stakeholder engagement.

Additional responsibilities include:

- **Planning and executing events** – from conferences and workshops to networking meetups and special activities
- **Managing communication strategies** – ensure that all CLC activities are communicated effectively across digital and traditional platforms
- **Collaborating with external suppliers and partners** – coordinating with venue providers, vendors, and other third-party stakeholders to ensure smooth event execution
- **Supporting the communication of CLC’s activities** – crafting engaging content for our social media, press releases, newsletters, and event marketing materials
- **Coordinating with the internal team** – working closely with leadership and cross-functional teams to ensure that all events align with the overall strategy of the organization

THE REQUIREMENTS

To be successful in your role, you must have

- At least 3+ years of experience in communication management or event management
- Proven ability to craft compelling narratives, press releases, reports, and promotional content
- Strong storytelling and copywriting expertise for both digital and traditional media
- Experience in managing social media platforms (LinkedIn, Twitter, Instagram, BlueSky, etc.) and creating content that drives engagement
- Fluent in English and Slovak; proficiency in an additional European language is desirable
- Experience in networking with industry stakeholders, startups, corporates, and policymakers, with the ability to foster strong, long-term relationships
- Strong interpersonal skills to support partnerships, collaborations, and community building across sectors
- Ability to analyze communication performance metrics and optimize outreach strategies to increase impact
- Understanding of innovation, cultural industries, and development trends, particularly in creative sectors
- A proactive, self-starter attitude, with the ability to work independently and as part of an international team in a dynamic environment
- Strong problem-solving and decision-making abilities, with a focus on driving results and closing deals

The following experience is seen as a plus:

- An entrepreneurial track record with SME or industry experience
- Experience working in interdisciplinary and European teams
- Experience with Horizon Europe, Erasmus+, Interreg, Creative Europe, New European Bauhaus, or equivalent national programs (as evaluator, expert, or applicant)
- Specific knowledge and network in one or more of the focal areas: Fashion, Cultural Heritage, Gaming, Architecture, Audiovisual
- Experience in multinational consortia, including understanding internal processes and requirements for precise reporting

Soft Skills are also essential:

- Excellent time management skills with the ability to prioritize effectively and meet tight deadlines
- Proactive orientation towards finding solutions in complex processes, with an iterative improvement mindset (e.g. design thinking, business model canvas, agile project management)
- Strong attention to detail, thoroughness, patience, and empathy in stressful situations
- A balanced approach to risk taking and judgment

WE OFFER

- A competitive payment package with bonus and appraisal system
- An opportunity to participate in building a company with the ambition to shape the future of Europe
- Fast and flat processes, direct internal communication, low hierarchies, and freedom to operate
- A transparent organization within a dynamic and friendly team working from modern, well-located office facilities

LOCATION

The position is based at the EIT Culture & Creativity Co-Location Centre in Slovakia (preferably Košice). The selected candidate is expected to work primarily from the office (minimum 3 days per week), with remote work possible according to company policy. Business travel within Europe can be expected.

By the closing date of this call candidates must have a working permit valid to work in the country of employment.

REPORTING

The Event and Communication Manager will report to the Director of the EIT Culture & Creativity Co-Location Centre East in Slovakia.

DIVERSITY & INCLUSION

EIT Culture & Creativity aspires to be an equitable and inclusive community. We nurture an open culture, where everyone is supported to fulfil their potential. We see the inclusivity of talent as the basis of our success, and the diversity of perspectives and people as a highly valued outcome. EIT Culture & Creativity provides equal opportunities to all employees and applicants regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, functional impairment, citizenship, or any other aspect which makes them unique. We look forward to welcoming you to our community.

SELECTION PROCESS

A Selection Committee of experts will be appointed to evaluate all applications. Please note that the Committee's internal proceedings are strictly confidential to avoid conflicts of interest. Shortlisted candidates will be invited to virtual interviews in the first round, followed by a personal interview at EIT Culture & Creativity CLC-East in Slovakia with the Selection Committee. Candidates may be required to provide proof of qualifications, background, skills, and experience through relevant documents. They might also be considered for other current, former, or future vacancies within EIT Culture & Creativity.

PRIVACY NOTE

Data protection is secured according to the European General Data Protection Regulation GDPR (Directive 95/46/EC). The applications will be stored by EIT Culture & Creativity in charge of this hiring service and will only be shared with individuals involved in the selection process.

APPLICATION PROCESS AND ADDITIONAL INFORMATION

A complete application should consist of:

- I. Europass Curriculum Vitae, Europass CV <https://europass.europa.eu/en/create-europass-cv>.
- II. A motivation letter describing briefly how you meet the criteria outlined and your vision for the role (no longer than 2 DIN-A4 pages).

Please apply here:

[Event & Communication Manager Co-Location Centre East](#)

Important: The application should be written in English. Only complete applications will be evaluated (full curriculum vitae and motivation letter, in two separate files).

The job vacancy will be open until 30 April 2025 at 16:00pm (CEST). For questions regarding the application process, please contact [hiring@eit-culture-creativity.eu](mailto: hiring@eit-culture-creativity.eu).

Take the lead in this exciting journey. Send us your application now!

DISCLAIMER

The document, dated 31 March 2025, might be subject to change; all changes will be made visible in future versions.