

Call for Candidature

The Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen (AEC) seeks for recruitment, as of 1st February 2024 an Executive Director for its international office in Brussels.

Application deadline: Monday 11 September 2023, midnight CET

Starting date: 1st February 2024

BACKGROUND INFORMATION

The [Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen \(AEC\)](#) represents almost 300 Higher Music Education Institutions in Europe and beyond, i.e. conservatoires, music academies and Musikhochschulen that give high-level and professionally focussed education to young musicians.

AEC's vision is to *"be the leading voice for Higher Music Education in Europe, a powerful advocate for its member institutions."*

AEC works for the advancement of Higher Education in the performing arts, primarily focusing on music. It does this based on three pillars:

- Pillar 1: Fostering the value of music and music education in society
- Pillar 2: Enhancing quality in Higher Music Education
- Pillar 3: Promoting participation, inclusiveness and diversity

AEC operates inclusively, sustainably, efficiently and effectively, enabling communication and sharing of good practice.

GENERAL INFORMATION ON THE POSITION

The Executive Director of AEC is responsible for guiding, advising and delivering upon AEC's work in these areas. The Executive Director reports to the AEC President and works closely with the Association's Executive Committee and Council. Council is the body elected by the membership to act on its behalf and the Executive Director's role is both to advise Council and to ensure the proper enactment of decisions taken by Council on behalf of the membership.

The Executive Director leads a small and highly professionalised [Office Team](#) located in Brussels.

The new post-holder will build upon the prominent profile that AEC has established in Europe and beyond, acting as an advocate not only for the Association but for higher music education as a whole. He/she/they will also maintain and further develop AEC's strong network of international partners in the field of higher education and culture.

Applicants should have leadership experience in the higher music education sector: they will probably have held a senior post in European higher music education and will be able to relate as equals to institutional leaders in the field. They should have a clear and ambitious personal vision for the future of European higher music education, but also a readiness to listen to the membership, tap into its feelings and see those translated into concerted advocacy and action for the sector. They should have a solid experience in project management and advocacy.

The position is based in Brussels (AEC Office) and requires frequent travels abroad.

SALARY

A minimum wage of € 70'000,00 gross per year (based on Belgian employment regulations) will be offered. The actual wage will be negotiated on the basis of the qualification and working experience of the candidate.

MORE INFORMATION

Information about AEC can be found at www.aec-music.eu.

Further information about this position can be obtained from Mrs Deborah Kelleher (deborahkelleher@riam.ie), AEC President, or Mrs Linda Messas, AEC General Manager / Vice Executive Director (lindamessas@aec-music.eu).

HOW TO APPLY?

Please email your CV and a concise motivation letter as a single attachment in PDF to applications@aec-music.eu with the subject *Job application Executive Director [your surname]*.

Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis. **Deadline: 11 September 2023 (included).**

First round of interviews with short-listed candidates: **Online on 3rd October 2023.**

Second round of interviews: at the AEC Office **in Brussels on 17th October 2023.**

JOB DESCRIPTION

AEC EXECUTIVE DIRECTOR	
Reporting to:	AEC President
Job Description last updated:	May 2023
<p>Responsibilities and tasks:</p> <p>Representation, Lobbying and Profile-raising</p> <ul style="list-style-type: none"> • Representing AEC at major internal events and raising its profile externally by making presentations at events connected with music, higher education, European policy and the arts & culture; • Lobbying effectively and pro-actively within the European Institutions and with other bodies influential in the spheres of music, higher education, the arts & culture; • Building strategic alliances and partnerships to strengthen the position of the AEC and to advance the cause of higher music education; • Maintaining and further developing contacts with other international networks and governments at both national and European level; • Exercising overall responsibility for the marketing and promotion of the AEC with the aim of increasing the visibility of the Association to its members, constituents, international networks in the fields of higher education, European institutions, national government bodies and other key stakeholders or target groups; • Exercising overall responsibility for the development of all communications, including the website, database, publications and archives, and evaluating the progress made in these areas. <p>Support for Executive Committee, Council and General Assembly</p> <ul style="list-style-type: none"> • In conjunction with the General Manager / Vice Executive Director, advising the AEC Executive Committee, AEC Council, committees and sub-groups of Council, the AEC General Assembly on issues requiring their decision, and ensuring the faithful implementation of decisions reached by these bodies; • Developing the AEC Strategic Plans in conjunction with the AEC Council and the AEC Office Team, and then ensuring that these are executed as agreed by the General Assembly; • Being pro-active in advising the AEC Council and the entire Membership on issues pertinent to the work of the Association; • Taking responsibility for the financial sustainability of the Association, including income-generating strategies and investigating additional services for members and key stakeholders; • Responsible for developing and implementing strategies to ensure that the AEC stays well informed about its members, their needs and expectations; 	

- Responsible for developing and implementing strategies that support the AEC in its aim to increase membership.

Leadership of the AEC Office

- In conjunction with the General Manager / Deputy Director, ensuring the efficient management of the AEC Office, including finances, communication, general planning and personnel management;
- Exercising overall responsibility for the professional organisation of the permanent and statutory meetings in the AEC (annual congress, general assembly, council meetings, annual meeting for international relations coordinators, platforms) offering advice and leadership to the responsible Office Team member and working closely with the Office Team in the preparation of key materials.

Individual expertise

- Possessing, and maintaining through regular updating, a high level of individual expertise in at least one of the areas of development most relevant to AEC and its members (see [Strategic Plan 2016-2023](#));
- Deploying this expertise generously across the Association, helping to spread knowledge, build capacity and, where appropriate, shape opinion amongst its members;
- Using this expertise to offer informed, well-argued advice and recommendations to the Council in its formulation of Association-wide policy, being prepared to take a strong lead, whilst remaining sensitive to the diversity of views, traditions and regional situations that exist among member institutions.

Projects

- Identifying new opportunities for projects, evaluating their viability and deciding on whether they should be applied for and initiated;
- Leading major project applications;
- Exercising overall responsibility for ensuring that current projects are well managed, and that financial and other reporting is carried out in a timely and professional manner;
- Directly managing some of the projects in which AEC is involved.

Other

- Undertaking any tasks and responsibilities as reasonably required by the AEC Council, AEC President, the membership and the organisation;
- As with all members of the AEC Office Team, providing general support to the Office colleagues at times of exceptional pressure, within the constraints of own workload.

PERSON SPECIFICATION:

		Essential	Desirable	How Identified
1.	Qualifications	<ul style="list-style-type: none"> ✓ Higher education degree (master level minimum), in music (preferred), cultural management or European studies/international politics 		✓ CV
2.	Experience	<ul style="list-style-type: none"> ✓ Management experience or leadership of a higher music education institution, including budget and people management experience ✓ Knowledge of and experience with (European) project management and related financial management ✓ Experience of working collaboratively in project, operating as a team member as well as a leader 	<ul style="list-style-type: none"> ✓ Experience with income generating techniques for network and membership projects ✓ Experience in business communications, writing skills ✓ Awareness of/experience with developments with regards to research in the field 	✓ CV
3.	Training	<ul style="list-style-type: none"> ✓ Project management, both in terms of management and financial monitoring 		✓ CV
4.	Special Knowledge	<ul style="list-style-type: none"> ✓ Excellent working knowledge of English (both written and spoken) ✓ Working knowledge of French and/or German 	<ul style="list-style-type: none"> ✓ Knowledge of and experience with European policy developments in higher education and culture ✓ Knowledge of other languages 	<ul style="list-style-type: none"> ✓ CV ✓ Job interview ✓ References
5.	Circumstances	<ul style="list-style-type: none"> ✓ Able to work under stress and prepared to travel and work irregular hours ✓ Confident with public appearance, advocacy and lobby activities 		<ul style="list-style-type: none"> ✓ Job interview ✓ References
6.	Personal Skills	<ul style="list-style-type: none"> ✓ Excellent presentational, negotiating and oral and written communication skills ✓ Exceptional networking skills, and a flexible and pro-active attitude ✓ Ability to motivate and lead with vision, take a strategic overview and delegate effectively 		<ul style="list-style-type: none"> ✓ CV ✓ Job interview ✓ References

		<ul style="list-style-type: none"> ✓ Inspiring and committed ✓ Ability to effectively communicate and liaise with many different groups and nationalities, and operate in a range of different cultural environments 		
7.	Practical and Intellectual Skills	<ul style="list-style-type: none"> ✓ Analytical and strategic qualities ✓ Experience with monitoring staff and appraisals 	✓ Good IT skills	<ul style="list-style-type: none"> ✓ CV ✓ Job interview ✓ References
8.	Legal Requirements			
9.	Other Requirements			