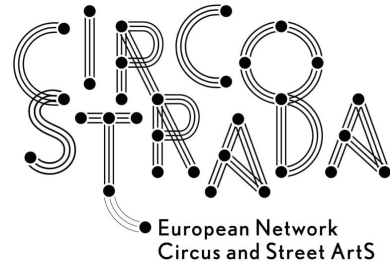


Centre national
des arts du cirque,
de la rue
et du théâtre



ARTCENA IS RECRUITING A EUROPEAN PROJECT OFFICER FOR CIRCOSTRADA NETWORK

ARTCENA is the National Centre for Circus, Street Arts, and Theatre. It was created by the French Ministry of Culture in 2016, as an open and lively rallying point bolstering the foundation and growth of circus, street arts, and theatre. It works closely with professionals from these three sectors, while fulfilling the needs of teachers, students and researchers. ARTCENA is comprised of a team of 24 colleagues and works towards its missions in three main areas: sharing knowledge and resources through a digital platform; supporting professionals via mentoring and training; promoting and strengthening the circus, street arts and theatre fields by carrying out international development projects.

Circostrada is the European Network for Circus and Street Arts, an initiative coordinated by ARTCENA and supported by the French Ministry of Culture and the Creative Europe programme of the European Commission. Created in 2003 with the core mission of furthering the development, empowerment and recognition of these fields at European and international levels, it supports circus and street arts professionals by implementing a wide range of advocacy and capacity building initiatives: boosting professional exchange and innovation, gathering information and resources, fostering continuous training and knowledge-sharing. With more than 120 members from 35 countries, Circostrada is devoted to providing fertile ground for dialogue and discussion between all stakeholders operating in the fields of circus and street arts, fostering the construction of a collective European identity and advocating for a common understanding of culture as a vector of creativity, innovation and social cohesion.

Reporting to the Coordinator of Circostrada Network and Head of International Development at ARTCENA, your main duties will be:

- **To develop materials for and coordinate the outputs of the activities of Circostrada Network**
 - Create materials, coordinate and organise activities, working closely with the members partners and in accordance with the four-year action plan 2017-2021
 - Manage the activities' outputs and logistics, including travel and touring
 - Contribute to the writing of content for communications materials, working with the international communications officer
- **To carry out administrative and financial monitoring of Circostrada Network's activities**
 - Ensure budgetary and financial oversight of Circostrada Network's programme of activities: collecting and keeping accounting records, monitoring attendance sheets, accounting reconciliation in conjunction with the administration platform, monitoring the work of the external auditor
 - Draft and monitor the progress of grant requests to the European Union and technical and financial reports to the European Commission

- **To oversee the work of several working groups within Circostrada Network**
 - Ensure the rules of governance are respected within the working groups and put in place the tools necessary for the efficient functioning of the working groups
 - Oversee the activities of the working groups and ensure the objectives of each group are realised
- **To contribute to the development of Circostrada Network's project strategy**
 - Contribute to the strategic thinking around the development, positioning and evolution of Circostrada Network
 - Carry out strategic monitoring and help define the future objectives of the network
- **To contribute to the development of ARTCENA's international projects**
 - Take part in the organisation of European and international projects
 - Contribute to ARTCENA's development strategy on an international level, while guaranteeing the coordination of the activities of Circostrada with ARTCENA's international activities

Person specification

- Master's degree (French Master 2 or equivalent) in cultural project management, with some initial proven experience supporting European and/or international activities
- A good knowledge of the support initiatives available for European projects
- Highly independent, quick thinking, with organisational skills, rigour and the ability to see the big picture
- Creativity, initiative, an ability to adapt and comfortable working in a team
- Excellent communication and listening skills, interpersonal relations and diplomatic skills
- Respect for the confidentiality of any information being handled and/or communicated
- Fluent French and English essential (other languages an advantage)
- A good command of Microsoft Office, use of the internet and other media
- An interest in artistic creation and intercultural exchanges an advantage
- Knowledge of contemporary circus and arts in public spaces an advantage

Role start date

28 October 2019

Closing date for applications

25 September 2019

Proposed remuneration

Permanent contract, full time, 39 hours per week

Group 5 of the CCNEAC (French national cultural employees' pay scale), grade according to experience

Location

Paris, France

Travel within France and abroad expected

Additional information

Please send your application (CV in French and covering letter in French and English) by email to recrutement@artcena.fr.