



## **JOB TITLE:**

Digital Content Officer

## **SECTOR**

Data-journalism / Performing arts / European cooperation

## **DESCRIPTION OF THE COMPANY/ORGANISATION**

ARTCENA, the French National Centre for Circus, Street and Theatre Arts, has been tasked by the French Ministry of Culture with implementing policies to pool the resources, guidance, development and management of networks promoting these three sectors. It works to help professionals, while catering to the needs of teachers, students, researchers and the general public. ARTCENA's team of 25 employees develops the organisation's activities around three key areas: sharing knowledge through a national digital reference and publication platform; professional support, through guidance and training; and the promotion of circus, street and theatre arts.

Since 2003, ARTCENA has been coordinating Circostrada, the European network dedicated to the development and structuring of the circus and street arts sectors across Europe and beyond. With over 100 member organisations from over 30 countries, the network is helping build a sustainable future for these sectors, while providing cultural stakeholders with tools through resources, observation and research, professional exchanges and information sharing.

## **JOB DESCRIPTION**

Working under the supervision of the Coordinator of Circostrada Network and Head of Development, within a team including an International Coordination Officer and International Communications Officer, your job will be to create, develop and track digital content (in cooperation with a working group within the network dedicated to the observation of the sectors and in close collaboration with a team of service providers), and to digitally convert existing content (resources published by Circostrada over the last decade). You will also be responsible for daily webmastering for the Circostrada website and its transition in order to better reflect the network's new projects and strategies.

Your primary duties will include:

- Creating new multimedia editorial content: research, technical and graphic integration, production follow-up, updating and archiving content, web-marketing strategy;
- Converting existing content for the digital transition (bilingual PDF publications, interactive maps, minutes of General Meetings, etc.);
- Coordinating the working group within the Circostrada network (CS DATA): facilitate and run discussions and brainstorming sessions, create collaborative tools to organise initiatives and suggestions from members, implement a comparative methodology for collecting and analysing data (in cooperation with resource centres across Europe and/or their equivalents, and with groups of researchers working in the circus and street arts sectors);
- Establishing the publication policy for the website, in tight collaboration with the International Coordination and Communication Officers.
- Handling the technical management of the website: maintenance, relations with service providers, assessment of website needs and changes, optimisation of functionalities related to the Circostrada network's new project, management of first level technical incidents, management of user rights for network members and their dedicated member space;
- Monitoring to analyse the uses, needs and expectations of various stakeholders (final users, members of the network, industry professionals, national and European institutions, networks, firms) and formulating strategic recommendations on the web tools to be developed in the future.

**KNOWLEDGE, SKILLS AND ABILITIES**

Strong command of computing, data-journalism and graphics related skills.  
Excellent writing and editing skills in both French and English.  
Creativity, strong initiative, ability to adapt and work well in a team.  
Work well independently, well-organised, rigorous, and diplomatic.  
Interest in artistic creation and European as well as international cooperation

**EDUCATION AND EXPERIENCE**

Holder of a Master's degree, with a successful experience in a similar position is required.

**START DATE**

As soon as possible

**APPLICATION DEADLINE**

18 February 2018

**SALARY**

Group 5 of the CCNEAC (French collective agreement for artistic and cultural enterprises), specific grade depending on experience  
12-month contract (full-time)

**LOCATION**

Paris (75)  
Travel within France and abroad required

**ADDRESS OF RECRUITING ORGANISATION**

ARTCENA  
68 rue Folie Méricourt  
75011 Paris, France

**COMPANY/ORGANISATION WEBSITE**

[www.circostrada.org](http://www.circostrada.org)  
[www.artcena.fr](http://www.artcena.fr)

**ADDITIONAL INFORMATION**

Please send your application (CV in French + cover letter in French and English) via e-mail to [stephane.segreto-aguilar@artcena.fr](mailto:stephane.segreto-aguilar@artcena.fr)