

INTERNSHIP OFFER

Title of the position

European Project Assistant

Sector

Performing Arts / European cooperation

Company/organisation description

ARTCENA, the French national centre for circus, street and theatre arts, has been charged by the French Ministry of Culture with implementing an integrated policy for resourcing, advising, developing and organising the networks which serve these three sectors. ARTCENA supports professionals in carrying out their projects and building the future of circus, street and theatre arts. Made up of a team of 24 employees, it develops its activities around three areas: through sharing information, resources and publishing online multimedia; supporting professionals and developing the sectors through advice, training and support for creation; international roll-out, through the running of networks (Circostrada, Contxto, etc.) and the coordination of events abroad.

Since 2003, ARTCENA has been coordinating the European network Circostrada, whose mission it is to develop and structure the contemporary circus and street arts sectors in Europe and internationally. The network has more than 135 member organisations from over 35 countries. It is helping to build a sustainable future for these sectors by giving cultural creatives and stakeholders the means to carry out their activities through the production of resources, observation and research, professional interaction and sharing information.

Position description

Under the responsibility of the Circostrada network Coordinator and in connection with the two International Project Officer, you will take part in setting up European events as part of the new Circostrada network project - CS body/ies - and will support the network's communication strategy, the promotion of its publishing projects as well as updating its digital tools.

SUPPORTING THE PRODUCTION OF EUROPEAN EVENTS

You will assist the coordination team in the production, logistics organisation and budget monitoring of the actions implemented by Circostrada, in particular:

- Bounce - a mentoring programme for contemporary circus and outdoor arts workers;
- Dive - in partnership with Articulture Wales (UK) - training on environmental and climate issues at the National Gathering for Outdoor Arts in Wales (March 2022);
- Spark - in partnership with Festival Circolo (NL) - a laboratory focused on the mobility of circus tents and mobile art forms (April 2022);
- Annual General Meeting - in partnership with Teatronas and as part of Cirkulacija (LT) - general network meeting held once a year (June 2022);
- Global Crossing - in partnership with the TOHU and as part of the MICC (CAN) - field trip to Canada around contemporary circus and outdoor arts.

COMMUNICATION AND PROJECT PUBLISHING

- You will help write and translate bilingual content (French/English) aimed at promoting the network's missions, actions and news, as well as those of its members in both sectors (website, newsletter, social networks, etc.).
- You will also be involved in producing and monitoring the creation of the various online resources published by the network such as publications, thematic guides, blog articles,

- observation and data-visualisation tools and business information in particular.
- You will be regularly involved in coming up with and recommending measures to promote these various publishing and resource objects and make sure they circulate well.
 - You will be required to coordinate the social networks of the Circostrada network (Facebook, Twitter, Instagram, LinkedIn) and to participate in the implementation of various communication campaigns.
 - You will also contribute to the creation of professional mailing lists in order to optimise the impact of the network's external communication.

6-month internship, full time, internship agreement required.

Person specification

- Master's degree in cultural projects management, international relations and/or digital communication.
- Proficiency in writing in French.
- In-depth knowledge and mastery of the English language (both oral and written).
- 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.
- A good command of Microsoft Office, use of the internet and other media.
- Interest in performing arts and European and international cooperation.

Internship starting date

As soon as possible

Closing date for applications

30 January 2022

Date for interview

Week of 7 February 2022 (in person in Paris or via Zoom).

Proposed remuneration

Statutory rate of pay, meal vouchers, 50% of travel expenses reimbursed

Location

Working from home and Paris (11e)
Plan for trips abroad

Company/organism website

- www.circostrada.org
- www.artcena.fr

Further information

Please send your cover letter (CV in French only + cover letter in French AND English) to the following address: infocircostrada@artcena.fr.

Applications that do not comply with the requirements listed above will not be taken into consideration.