



Founded in 1998, the European Federation of Professional Circus Schools brings together some sixty members in more than 20 countries, with the main objective of participating in the development and evolution of training, pedagogy and creativity in the circus arts field.

Located in Brussels, the FEDEC secretariat is composed of 4 passionate people who combine professionalism and enthusiasm with a rigorous and analytical approach to unite its members.

FEDEC is looking for a European Project Manager to complete its team for a period of 6 months full-time, renewable on a permanent contract. The post is based in Brussels.

For several years, FEDEC has been setting up European projects, particularly in the field of training of circus teachers, for its members (professional circus schools). The ongoing REFLECT project focuses on continuing education and peer exchanges to build a network of European educators. It is funded by Erasmus +.

The European project manager we are looking for dreaming to work in a booming sector, at the junction between education and culture!

Job Description

REFLECT

Under the responsibility of the FEDEC general coordinator and in close contact with the team, you will be responsible for the REFLECT project:

- pilot and coordinate the project with the various partners and service providers
- manage activities (planning, organisation and follow-up)
- manage the administrative and financial aspects
- to be the interface between FEDEC and the French agency Erasmus + Education et formation
- coordinate publications
- draft European reports
- ensure the visibility of the project

Management with the European Commission (DG EAC and EACEA)

You will also be co-responsible for the writing of grant applications, FEDEC activity reports for the European Commission (structural grant funding of the network) and the evolution of European policies.

Evolution of the position

A new ambitious European project COSMIC is being developed and according to its financing and your evolution within the team, its management could be entrusted to you from December 2019, and this for a duration of 3 years.

Required profile

- Graduate (Master 2) in the field of cultural project management, international relations, European cooperation.
- at least a first experience in a project funded by Erasmus +
- good writing skills in French and English
- leadership skills
- at-ease with logistics
- strong autonomy and willingness to invest in a small structure
- enjoy challenges, with good resistance to stress
- have an interest in artistic training and wish to defend a cultural sector (in this case, professional circus schools)
- master office tools (Excel, Word, Power Point ...)

Deadline for applications

February 25, 2019

Interviews

February 26 and 27

Start of the job

March 11 (to be discussed)

Location

Brussels and travel abroad

Terms and conditions

Fixed-term contract for a period of 6 months full-time (38h / week) with possibility of prolongation on CDI

To apply

Please send your CV and cover letter in French AND English by email to isabel.joly@fedec.eu with the subject: European Project Manager 2019

For more information on our activities: www.fedec.eu



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