



## **INTERNSHIP OFFER FOR A EUROPEAN PROJECT ASSISTANT**

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 27 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 is to develop and structure the contemporary circus and outdoor arts sectors in Europe and internationally. The network has more than 160 member organisations from over 40 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.

### **Internship description:**

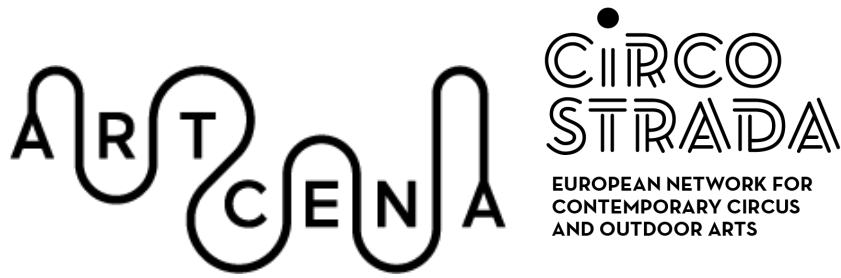
Reporting to the Circostrada network coordinator, and working with the two international project managers, you will take part in the production of European events set up as part of the Circostrada network's new project - CS Voices - and provide support for the network's communications strategy, the promotion of its publishing projects, and the updating of its digital tools.

You'll also help the coordination team with the production and logistical organisation of Circostrada's activities, including:

- Bounce - a mentoring program for contemporary circus and outdoor arts cultural professionals;
- Annual onsite meeting of the Circostrada Steering Committee (March 2025);
- FRESH STREET #5 - international event for outdoor arts in the UK (May 2025) ;
- Global Crossing - research trip to Mexico (November 2025).

### **In support of communication and editorial projects :**

- You will help with the writing and translation of English content, aimed at promoting the network's missions, actions and news, as well as those of its members and the two sectors (website, newsletter, social networks, etc.);
- You will be involved in setting up Circostrada's new website;
- You will also be involved in the production and follow-up of the various online resources published by the network, including publications, thematic guides, blog



articles, podcasts, observation and data-visualisation tools, and professional information;

- You will be regularly called upon to reflect on and propose actions to promote and disseminate these various publications and resources;
- You will be asked to animate the Circostrada network's social networks (Facebook, X, Instagram, LinkedIn) and to participate in the implementation of various communication campaigns;
- You will also contribute to the creation of professional mailing lists to optimize the impact of the network's external communication.

#### **Training and skills expected of the trainee:**

- Master 2 in cultural project management, international relations and/or digital communications;
- Excellent writing skills in French;
- Fluency in English (oral and written);
- Strong sense of autonomy, quick-wittedness, organisation, thoroughness and synthesis;
- Initiative, adaptability and a taste for teamwork;
- Proficiency in Office suite, Internet and multimedia tools;
- Interest in performing arts and European and international cooperation.

#### **Specific constraints of the internship:**

- Location: Paris 11<sup>th</sup> district;
- Presence at certain regional and international events and festivals;
- Presence at evening events (professional meetings, shows...).

Start of internship: **February – March 2025**, over a period of 6 months.

Statutory bonus, luncheon vouchers, 50% reimbursement of travel expenses.

Please send your application, including **CV in French and cover letter in French and English**, by **November 30, 2024** to [recrutement@artcena.fr](mailto:recrutement@artcena.fr)

Applications not complying with the above conditions will not be considered.

Interviews scheduled for early December 2024, in person or via Zoom.