

## **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 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 it is to develop and structure the contemporary circus and street arts sectors in Europe and internationally. The network has more than 150 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.

### **Position description**

Under the responsibility of the Circostrada Network Coordinator and in connection with the two International Project Officers, 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 - mentoring programme ;
- Global Crossing - research trip to South Africa (March 2024);
- Annual General Meeting - general meeting of the network in Germany (June 2024);
- Dive - in-depth training activity in Ireland (August 2024).

### **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, podcasts, 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, X, 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.

### **Specifications and skills**

- Master's degree in cultural projects management, international relations, or digital communication.
- Full proficiency in French and English
- Highly independent, quick thinking, with organisational skills, rigour, and the ability to see the big picture.
- Creativity, resourceful, flexible, and comfortable working in a team.
- A good command of Microsoft Office, and other software programmes.
- Interest in performing arts and European/international cooperation.

### **Internship starting date**

Between February and March 2024

### **Closing date for applications**

November 30, 2023

### **Date for interview**

Week of December 4, 2023 (in person in Paris or via Zoom).

### **Proposed compensation**

French Legal internship compensation, meal vouchers, 50% of local travel expenses reimbursed (Navigo monthly pass)

### **Location**

Paris (11e) - Plan for trips abroad

### **Company/organism website**

- [www.circostrada.org](http://www.circostrada.org)
- [www.artcena.fr](http://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](mailto:infocircostrada@artcena.fr). Applications that do not comply with the requirements listed above will not be taken into consideration.