



Coordination and Production Manager for the European project CircusNext PLaTFoRM

Created in 2001 by the French Ministry of Culture for the “year of circus arts”, the non-profit organization Jeunes Talents Cirque Europe (JTCE) leads and coordinates CircusNext, an ambitious project of identification and support for emerging creators in the field of contemporary circus. For 15 years, JTCE has enabled the identification of 75 high-profile companies who have contributed to the recognition and the blossoming of contemporary circus in France and in Europe.

Constantly evolving, our project will now be developed within the framework of CircusNext PLaTFoRM, a 4-year European project (2017-2021) with the support of the Creative Europe – Platform program of the European Commission. It gathers 18 member partners from 12 European countries, as well as international partners.

JTCE is a small and united team composed of a few persons and a dozen temporary co-workers, a large network at French, European, and international levels, a community of high-profile artists. Our wish is that each one of us gets involved in this ambitious project.

2017-2021 is going to be a particularly exciting period: we will aim at imagining and building together a European contemporary circus by identifying, supporting, and touring emerging singular creators who invent and propose new writings. Thanks to the reinforcement of our identity and of our CircusNext label, we will support these artists in their artistic and international development.

In this framework, we are looking for a **Coordination and Production Manager for the European project CircusNext PLaTFoRM:**

Your mission:

In collaboration with the team, under the responsibility of the director, and with the support of the Production Assistant. The working language of the platform is English.

□ operational coordination, production, and management of the European project CircusNext PLaTFoRM

- coordination of the activities carried out by JTCE and its European partners (centralization, ensuring the consistency of the diverse activities and partners, planning, links with the artists, on-going contacts with the partners)
- operational production, set up, and follow-up of the activities carried out by JTCE and its European partners (identification and support scheme, touring and promotion of the artists and of the CircusNext label, public presentations of the laureates at Théâtre de la Cité internationale...)
- coordination of the European platform of partners (preparation of meetings in terms of content and logistics, meetings co-facilitation, rallying the partners, enforcement of the rules, objectives, and philosophy of the project, partnerships development)
- follow-up and support of the artists who are selected within the CircusNext PLaTFoRM scheme
- activities and implementation reports for the European Commission and the French funders

□ development of the European projects and follow-up of the European Platform

- participation in the team reflections on CircusNext's development (content of the current project, preparation of CircusNext's future, innovating production models, development of our support to emerging creators, promotion strategy of the CircusNext label)
- collaboration to communication
- collaboration to fund raising
- participation in the development of new partnerships
- occasional representation of CircusNext within European networks and events

□ contribution to JTCE's life

JTCE being a small, united, and versatile team, it can be asked of the coordinator to participate occasionally in missions that he/she is not responsible for according to the needs (funding follow-up, general functioning); likewise, he/she will be able to count on the team's support for the event he/she is in charge of.

Expected profile:

- senior experience in the coordination, set up, and management of cultural European projects, if possible co-financed by the European Commission (3 to 5 years of experience)
- senior experience in the production and support of artists
- imperative command of English (both in written and orally), a third language would be appreciated
- Master 1 or 2 degree appreciated, or equivalent experience
- strong interest for artistic creation and inter-culturality, knowledge of the circus sector appreciated
- very good relational and negotiations skills
- command of IT: Word, Excel, PPT at the least
- great precision, versatility
- good writing skills (both in French and in English)
- creative, methodic, and autonomous mind
- dynamism and availability

Beyond hard skills, we are looking for someone who will feel involved and who will show inventiveness, both efficient on operational tasks and able to take a step back. His/her involvement in the project must allow him/her to integrate JTCE's team and to ensure our current and future partners' support and enthusiasm.

Organization of the permanent team:

Under the responsibility of the association's Board, the team is composed as follows:

- a director
- administration: an administrator and an assistant
- coordination/production: a production and coordination manager, and a production assistant
- a communication manager

Conditions:

- full-time position, long-term contract (French "contrat à durée indéterminée")
- position available asap
- salary according to our labor agreement ("convention collective CCNEAC") (group 3, grade according to experience)
- office in La Villette (Paris 19^e), regular missions in France and in Europe

To apply:

- send your cover letter and résumé, both in French and in English at contact@jtce.eu
- write us by September 26 at night at the latest
- interviews will be held in Paris during the week of October 9-13, 2017