

## **JOB OPENING**

### **ADJUNCT DIRECTOR, IN CHARGE OF DEVELOPMENT**

**At Villa Vassilieff, Paris**

**Bétonsalon – Center for Art and Research & Villa Vassilieff – Pernod  
Ricard Fellowship**

### **PRESENTATION OF THE SPACE**

As we are about to celebrate the 15<sup>th</sup> birthday of Bétonsalon - Center for Art and Research and two years of Villa Vassilieff, we are looking for an Adjunct director, in charge of development, to contribute to the renewal of our institution during a transitional moment and to build with us a new model for an art center.

Bétonsalon – Center for Art and Research is a non-profit art organization founded in 2003. It provides a space of collective reflection and experimentation, questioning the production and circulation of knowledge. Since 2007, it has been embedded within the site of the University Paris 7 and its program encompasses exhibitions, workshops, conferences, residences, and seminars in collaboration with various artistic and academic organizations.

Villa Vassilieff, its second site of activities, opened its doors in 2016 in the heart of Montparnasse. Located in Marie Vassilieff's former studio and cantina, Villa Vassilieff strives to reactivate the heritage of the many histories inhabiting this place, while affirming the essential role of art in contemporary society. Since the opening, Pernod Ricard joined forces with Villa Vassilieff to create the Pernod Ricard Fellowship: a grant allowing four international artists, curators, or researchers each year to be in residence at the Villa's studio. Villa Vassilieff's exhibitions and public programming are dedicated to resources that have been little explored and aim to rewrite and diversify the history of art, favoring the maturing of ideas, exchanges and the sharing of knowledge.

Bétonsalon – Center for Art and Research and Villa Vassilieff are conceived of as places for working and living, at the crossroads of disciplines and communities, and develop residency and research programs in collaboration with institutions such as: Fondation Daniel et Nina Carasso, Société des Auteurs dans les Arts graphiques et plastiques, Fondation Nationale des Arts Graphiques et Plastiques, Goethe Institut,

Fondation Maison des Sciences de l'Homme or Centre Pompidou. Bétonsalon – Center for Art and Research and Villa Vassilieff are public cultural institutions of the City of Paris, supported by private and public partners (City of Paris, Île-de-France Regional Board of Cultural Affairs, Île-de-France Region).

## **ROLES AND RESPONSABILITIES**

Under the responsibility of the director of Bétonsalon – Center for Art and and in collaboration with the team of the Villa Vassilieff, the Adjunct director in charge of development, will be in charge of the following missions:

### **ADMINISTRATION, DEVELOPMENT AND PATRONAGE**

- Representing Bétonsalon - Center for Art and Research & Villa Vassilieff – Pernod Ricard Fellowship with institutional partners and professionals, on site and at external events;
- Contributing to the development of Villa Vassilieff – Pernod Ricard Fellowship
- Administrative management (applications for financing and balance sheets, agreements with partners, billing, contracts and cash book)
- Presenting and developing a patronage strategy
- Managing the budget of the projects in dialogue with the director and the adjunct director in charge of administration
- Monitoring equipment maintenance, artworks management and management of stocks and reserves, in connection with the technician and production manager.
- Scheduling the meetings and appointments involving the director
- Setting up regular reports to the director about all activities

### **HUMAN RESOURCE MANAGMENT**

- Coordinating the Villa Vassilieff team (team meetings, individual interviews, follow-up of traineeships, management of interns and civic services ...)
- Manage and federate the team by creating an open and transversal dynamic around this programming.

### **FOLLOW-UP OF RESIDENCY PROGRAMS**

- Development of the Pernod Ricard Fellowship and the international residency programs of the Villa Vassilieff
- Implementation of selection processes, organization and participation to

selection committees.

- Liaison with partners of the residency program
- Support of the residents
- Design, implementation and production monitoring for residents and programming

## DEVELOPMENT OF COMMUNICATION & PUBLIC STRATEGIES

- Develop and implement Villa Vassilieff's communication strategy, in dialogue with the communications and publics coordinator
- Liaise with the partners of Bétonsalon – Center for Art and Research & Villa Vassilieff – Pernod Ricard Fellowship (artistic institutions, patrons, networks ...) for the development and monitoring of the communication strategy;
- Validation of communication material related to exhibitions and events (flyers, posters, dossiers, press releases, newsletters);
- Develop the different audiences of Villa Vassilieff, and set up collaborations with local actors, in liaison with the program coordinator

Or for any other task related to the daily and administrative life of the two sites.

## PROFILE:

- Confirmed experience (at least three years) in a cultural structure at a similar position. International experience is a plus.
- Experience in team and project management
- Good knowledge of contemporary art networks in France and abroad, but also of the network of art schools and higher education.
- Good knowledge of the actors of patronage in France and abroad.
- Writing ability and oral fluency necessary.
- Fluency in French required
- Excellent knowledge of written and oral English
- Mastery of IT tools (Office Pack, InDesign, Photoshop)
- Rigor, ability to work within a team, initiative, autonomy, ability to manage priorities and anticipate unexpected events.

**Contract type:** CDI

**Salary:** depending on experience

**Hours:** full-time, from Tuesday to Saturday 11h to 19h

**Location:** Villa Vassilieff, Chemin de Montparnasse, 21 avenue du Maine, 75015 Paris

**TO APPLY:**

Send a CV and motivation letter **before the 12<sup>th</sup> of March 2018** to the director, Mélanie Bouteloup, to the address *info (at) betonsalon.net*, with the subject : “Application for the adjunct director, in charge of development vacancy”.

**Starting date:** May 2018.

[www.betonsalon.net/](http://www.betonsalon.net/) [www.villavassilieff.net/](http://www.villavassilieff.net/)