

## **JOB OFFER**

### **POSITION: PROJECT COORDINATOR**

### **BÉTONSALON – CENTER FOR ART AND RESEARCH**

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#### **ABOUT THE ORGANIZATION**

**Bétonsalon — Center for Art and Research** has been designed as a space in which to reflect on, and within, society. The organization works towards the confluence of art and research, in order to question standardized forms of creation, classification, and distribution of knowledge. The Center for Art and Research is located in the 13th arrondissement, on the ground floor of the Université Paris 7; Villa Vassilieff, located in the 15th arrondissement, is the second location for its activities.

**Villa Vassilieff**, a cultural establishment owned by the City of Paris, is located in the heart of Montparnasse, on the site of Marie Vassilieff's former studio, which until 2013 housed the Musée du Montparnasse. It is run by Bétonsalon — Center for art and research, which is thus opening its second site of activities. Villa Vassilieff is conceived as a place for working and living, where to stimulate the blossoming of ideas, encounters and the sharing of knowledge. It hosts exhibitions, seminars, workshops, residencies and research programs, notably thanks to the Pernod Ricard Fellowship and numerous associate institutions such as Centre Pompidou.

The activities of Bétonsalon and Villa Vassilieff develop in a process-based, collaborative, and discursive manner. They follow different timespans in cooperation with various local, national, and international organizations, and present themselves in many different forms.

#### **MISSIONS AND ACTIVITIES**

The project coordinator works under the supervision of Bétonsalon's Director to develop and implement Bétonsalon's program, while overseeing the organization's activities. S/he is notably in charge of the following core missions:

- **Conceiving and implementing Bétonsalon's program in dialogue with the Director**
  - Coordinating and following-up the exhibition program, and liaising with the invited artist ;
  - Conceiving and coordinating the associated events program (seminars, workshops, and other programs)
  - Accompanying the artists in residence and coordinating associated projects (events, publications...)
  - Coordinating editorial projects (Exhibition booklets, Pernod Ricard Fellowship and FNAGP micro-editions, and other editorial projects)
  - Overseeing documentation of projects and archiving
  - Identifying possible partners and contributing to fundraising for projects
- **Developing education and public programs, and overseeing project communication**

- Conceiving and organizing different projects in collaboration with various art schools
  - Overseeing Bétonsalon's audience development by encouraging relationships with local actors, organizing dedicated projects and participation to existing ones (Nuit Blanche, Journées du Patrimoine, neighborhood events, among others) ;
  - Overseeing communication for all of Bétonsalon's projects via the organization's website, as well as new and existing communications tools ;
- **Overseeing Bétonsalon's general organization**
- Representing Bétonsalon in front of institutional partners and professionals, at Bétonsalon and during outside events ;
  - Managing and overseeing maintenance of Bétonsalon's facilities, and ensuring that the residents and the audience are welcomed in good conditions.

**THE IDEAL CANDIDATE HAS:**

- Confirmed experience in a cultural organization or in curating. International experience desirable ;
- Good knowledge of contemporary art networks in France and abroad, but also of art schools and academic networks ;
- Excellent written and oral communication skills ;
- Precision and autonomy ;
- Fluency in French and English ;
- Fluency in computer software (Office Suite, Adobe InDesign)
- Team spirit, initiative, availability and enthusiasm.

**Contract type:** Contrat à Durée Déterminée or Contrat à Durée Indéterminée

**Salary:** commensurate with experience

**Working hours:** full time (35 hours a week), Tuesday-Saturday from 11am to 7pm

**Working location:** Bétonsalon – Centre d'art et de recherche, 9 esplanade Pierre Vidal Naquet, 75013, Paris

**HOW TO APPLY:**

Please send a CV and letter of interest **before March 7, 2017** to Director Mélanie Bouteloup at *info (at) betonsalon.net*, with the following subject line: « Application for Project Coordinator position, Bétonsalon». **Position starts as soon as possible**