



**POSITION: HEAD OF PROGRAMS
VILLA VASSILIEFF
Replacement Maternity Leave**

ABOUT THE ORGANIZATION

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.

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.

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

- Conceiving and implementing Villa Vassilieff's program in dialogue with the Director

- Coordinating and following-up the first semester of 2017 exhibition program, and liaising with the invited artist ;
- Conceiving and coordinating the associated events program (seminars, workshops, and other programs)
- Accompanying the Pernod Ricard Fellows 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
- Liaising with Bétonsalon – Center for Art and Research's Head of Programs

- **Developing education and public programs, and overseeing project communication**
 - Conceiving and organizing different projects in collaboration with various art schools
 - Overseeing Villa Vassilieff'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 Villa Vassilieff's projects via the organization's website, as well as new and existing communications tools ;

- **Overseeing Villa Vassilieff's general organization**
 - Managing a 4-person team : an administrative officer, a production manager and two interns / « service civique » ;
 - Representing Villa Vassilieff in front of institutional partners and professionals, at Villa Vassilieff and during outside events ;
 - Managing and overseeing maintenance of Villa Vassilieff'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 (4 months position, from January to April 2017)

Salary: commensurate with experience

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

Working location: Villa Vassilieff, Chemin du Montparnasse, 21 avenue du Maine, 75015 PARIS

HOW TO APPLY:

Please send a CV and letter of interest **before October 21, 2016** to Director Mélanie Bouteloup at *info (at) betonsalon.net*, with the following subject line: « Application for Head of Programs position, Villa Vassilieff ». **Position starts on January 3, 2017.**