

JOB OFFER – FIXED-TERM CONTRACT – 18 MONTHS

PROJECT ASSISTANT **FOR THE RESET! NETWORK**

The Lyon-based Arty Farty association is looking for a project assistant to work within the coordinating team of the European Reset! network, within the association's Ideas Department. Reporting to the cluster's management and the network's coordination team, the main tasks of the assistant will be to monitor the various activities carried out by the Reset! network.

ABOUT RESET!

After being the driving force behind the Manifeste des structures culturelles et médias indépendants, which helped designing a new cultural and social contract in France, Arty Farty has taken this approach to a European level by structuring the Reset! network. A European laboratory for cultural and social innovation, Reset! brings together a new generation of cultural and media players committed to defending freedom of expression, diversity, inclusion and pluralism, and promoting agile models of sustainable development. Reset! is a cross-sectoral network of third-party cultural venues, festivals, or community radios, supported by local authorities such as Lyon and Brussels and resource organisations working on our priority issues: ecology, equality, and inclusion. The aim is to highlight and network independent structures that are not part of large private groups and receive little subsidy, in order to provide them with the conditions for consolidation that are essential to their survival.

Reset! organises decentralised workshops, exchange forums, and empowerment workshops, and will produce a series of manifestos on the cultural sector and its contemporary challenges. It is the network of a generation of players who are joining forces to take part in the necessary overhaul of Europe's cultural and media landscape, and collectively accompanying sustainable change.

MISSIONS

- Participating in support tasks for the coordination of the Reset! network: monitoring of tools (schedules, production of deliverables, meetings preparation and reports, logistical preparation, development and updating of internal communication tools).
- Monitoring the drafting of thematic publications.
- Monitoring the toolbox process offered by the Reset! network.
- Assisting the network coordinators and the editorial manager in creating/writing and developing content related to Reset!.

- Support for the Reset! network, via the Discord tool, in conjunction with the project team. Liaising with network members: monitoring network members' projects linked to Reset! (working groups, events, workshops).
- Overall monitoring of project deliverables.
- Monitoring the activities of network members and European cultural news (calls for projects, political developments, etc.)
- Helping to write the Creative Europe application for the renewal of Reset! from November 2023.

PROFILE SOUGHT

- Experience of working on a European cultural project is desirable
- Training in political science or international relations

QUALITIES

- Team work
- Good interpersonal skills in an intercultural environment
- Autonomy and initiative
- Interest in European cultural projects and new independent media
- Organisational skills and attention to detail
- Enthusiasm and dynamism

SKILLS

- Project management skills
- Perfect command of written and spoken English (used on a daily basis)
- Knowledge of and interest in collaborative tools (Discord, Slack, etc.)
- Good writing and editorial production skills

À PROPOS DU POSTE

Type of contract: Fixed-term contract - 18 months (September 2023 to February 2025)

Start date: 25 September 2023

Remuneration: According to profile, collective agreement for artistic and cultural companies Non-executive, Group 8 step 1 - €1747.20 gross per month

Location: Hôtel 71 - 71, quai Perrache - Lyon, 2nd arrondissement, France

Benefits :

- Working as part of a friendly, dynamic, caring, and attentive team, in a friendly and varied working environment with our Heat venues, Hôtel 71 and Le Sucre.
- 3 steps from the T1/T2 Hôtel de Région tram stop, right in the heart of the Confluence district.
- Meal vouchers at €8, 50% paid by the employer
- Sustainable mobility package if eligible
- Health insurance
- Possibility of remote working 1 day a week
- Equipped kitchenette
- Bike garage

MODALITÉS

Deadline for applications: 25 August 2023

If you are interested in this vacancy, please send your CV and cover letter, quoting «Project Assistant Application» in the subject line, to **Laurent Bigarella**, co-coordinator of the Reset! Network: laurent@artyfarty.eu and to **Manon Moulin**, Reset! editorial manager manon@arty-farty.eu.

The first interviews will take place during the week of 4 September.