Job Announcement

Hospitality & production assistant

(11 months European Solidarity Corps in Cassis, France)

THE CAMARGO FOUNDATION

The Camargo Foundation, an independent American 501(c)(3) non-profit organization based in Cassis, France is seeking a bilingual Junior Fundraising and Communication Assistant.

Founded by American artist and philanthropist Jerome Hill (1905-1972), the Camargo Foundation fosters creativity, research, and experimentation through its international residency program for artists, scholars, and thinkers. Since 1971 Camargo has hosted nearly 1,500 individuals working in the arts and humanities from all over the world. Located in Cassis, France, on the edge of the Mediterranean Sea, the Foundation offers time and space in a contemplative and supportive environment, giving residents the freedom to think, create, and connect.

The Camargo Foundation, with a history of over 50 years of support for forward-looking work in the arts and humanities, is a catalyst for innovative work and fresh understanding across divisions in a changing world. To implement this vision, diversification of funding is needed on both sides of the Atlantic. For the United States, a fundraising strategy is being developed with a US-based consultant.

The Junior Fundraising and Communication Assistant will work closely with the Camargo Foundation’s Executive Director and the External Relations & Development Coordinator, as well as the US-based consultant to implement this strategy for the United States. Responsibilities will also include working on the Camargo Foundation’s international and English communication.

For more information please visit: www.camargofoundation.org.

Job Description

The major responsibilities of the position will include:

(1) Residency and Public Programs:
Assist the residency and public program coordinator with:
- communication (content writing and FR/ENG translation/proofreading),
- administration (sending, receiving and archiving residency agreements, feedback to residents),
- preparation of spaces with residents for internal and public project presentations,
- in-house meetings and meetings with external partners, in connection with the follow-up of residency programs and public events hosted at the Foundation and/or outside its walls
- assistance with the organization of public cultural events (open days, heritage days, concerts, meetings, book launches, etc.).

(2) Hospitality:
- communication (with residents to prepare their welcome, update communication documents, transport and install residents at the Foundation, assemble feedback forms for residents before their departure, answer questions concerning the calendar of calls for applications for the various residency programs at Camargo)
- welcome residents to the Foundation
- assist residents (artists and researchers) during their stay at Camargo.

(3) Logistics:
- Manage cleaning schedule
- Oversee proper management of apartment equipment inventory
- Assist property manager with apartment inventories
- Prepare and set up spaces for internal or resident sharing (garden day, meals...)

RECEPTION CONDITIONS
- A cellphone is provided for the volunteer.
- Individual accommodation (maisonette) is provided free of charge at the Foundation in Cassis.
- B driving license preferred

REQUIRED QUALIFICATIONS AND SKILLS
- Masters degree in relevant subject preferred.
- English and French written and interpersonal skills
- Organizational skills and attention to detail.
- Ability to work in a team and experience in a small team
- Interest in a multicultural and international work environment

ADDITIONAL ELEMENTS
- 4 days a week, based in Cassis,
- From September 2023 to late July 2024
- Remuneration based on the European Solidarity Corps indemnity scale

RECRUITMENT SCHEDULE:
- Application deadline: July 31st, 2023
- Date of interview week: August 6th, 2023
- Desired start date: September, 1st, 2023

MORE INFORMATION
Please submit an application letter with writing sample and resume and indicating the position to:
jobs@camargofoundation.org

The Camargo Foundation is an equal opportunity employer. We are committed to diversity, equity, and inclusion and especially encourage members of underrepresented communities to apply.