

Logistics officer - travelling exhibitions permanent contract - 2019_DE_15

Universcience, a public industrial and commercial establishment whose mission is to disseminate scientific and technological culture to the general public, includes two sites located in Paris: the Palais de la découverte in the 8th arrondissement and the Cité des sciences et de l'industrie in the 19th arrondissement.

Environment:

The mission of the Exhibitions Department is to produce and operate a complete, renewed and high-quality offer of scientific and cultural, temporary, permanent and travelling exhibitions and Planetarium shows.

Under the authority of your supervisor, you organize the maintenance and touring in France and abroad of the elements and exhibitions. In this context and in collaboration with the project manager, you participate in the instruction of operations and collaborate in the elaboration of the technical files accompanying the travelling exhibitions. You coordinate or carry out, alone or in a team, the corrective and preventive maintenance of exhibitions in order to maintain a good general condition of the elements. You take charge of the logistical organisation, coordinate assembling and dismantling operations and ensure technical follow-up of the exhibitions during their operating phase on the host site.

In this context, you will be responsible for the following activities:

Instruction of service operations and preparation of technical files:

- Collaborate in the realization of exhibitions as technical advisor;
- Assist in the production of technical files and prepare logistical and administrative documents for exhibitions;
- Carry out or manage studies to modify or improve the components of the installations.

Maintenance and operation of elements and exhibitions:

- Carry out or organise maintenance (level 1 to 4) of the technical devices in charge and implement preventive maintenance;
- Establish the diagnosis and follow-up of the interventions of internal and external service providers, check the progress of the work, its validity and the respect of deadlines and costs;
- Provide useful information tools related to the department's internal procedures;
- Ensure compliance with safety and exposure quality standards.

Organisation of services (from logistics to implementation) as well as technical follow-up:

- Analyze from a technical and human point of view the feasibility of the missions in order to adjust the means to the constraints of the operation;
- Propose an integration plan on the host site;
- Ensure compliance with national and international transport regulations;
- Have packaging and conditioning adapted to the contents and modes of transport produced;
- Organize, and carry out the assembly/disassembly and commissioning of exhibitions. Coordinate and supervise the interventions of the client's technical teams or subcontractors and monitor the application of work, health and safety rules;
- Supervise loading/unloading operations, exhibition storage.

Coming from a BTS or DUT level training, which can be acquired through a few years' professional experience, you have more than 5 years' experience in a technical field, management or work management. In particular, you have the following skills and qualities:

- Ability to coordinate teams.
- Writing skills and ability to summarize.
- Good interpersonal skills
- Good adaptability.
- Organizational and disciplined approach
- Stress resistance (meeting deadlines, managing unforeseen events)
- Good physical condition
- Fluency in technical English.

Working conditions:

Date of publication: Feb. 13, 2020

Proposed start date: April 2020

Type of contract: Permanent contract

Working time: full-time, Monday to Friday.

The position is located on the site of the Cité des sciences et de l'industrie

Gross annual salary: between 30k € and 32k € depending on experience

Deadline for receipt of applications: March 6th 2020

Application mail: recrutement@universcience.fr