



Ecsite is seeking a Touring Manager to coordinate the travelling exhibition of the Sparks project

About Sparks

Coordinated by Ecsite, Sparks is an ambitious engagement project on the topic of technology shifts in health and medicine. Its aim is to raise awareness and communicate the concept of Responsible Research and Innovation (RRI) to Europeans in 29 countries. Sparks will organise an interactive touring exhibition and 230 innovative participatory activities such as science cafés, pop-up science shops, incubation activities and scenario workshops. Creative disruptions—in the form of artistic inputs and questioning—will help it to engage more stakeholders. The European dimension of the project is paired with a strong emphasis on local implementation through 29 experienced science communicators that will adapt the exhibition and activities to their contexts and establish local multi-stakeholder collaborative partnerships. Sparks' methodology emphasises interdisciplinary (science, art, policy, industry, research, science education) and participatory approaches to promote RRI in relation to health. Sparks is funded by the European Union's Horizon2020 programme.

Role

Ecsite is seeking for a self-employed or freelance person to help with the coordination of a travelling exhibition that is going to tour around 29 European countries from June 2016 until April 2018, starting its journey in the UK. The selected candidate will share the overall responsibility for the touring and work very closely with the Sparks coordinator at the Ecsite office and other project partners. The role of the Touring Manager will be to:

- Set up the touring process by finding the best transport company and securing a contract with them
- Dealing with insurance issues
- Liaising with local venues
- Assisting in building the schedule of the touring and helping solve any issues coming in the first few months of the touring
- Ensuring maintenance is carried out
- Attend partner meetings



Requirements

- More than 2 years' experience in coordination of travelling exhibitions
- Experience in shipping logistics
- Knowledge of insurance issues for travelling exhibitions
- Knowledge and contacts in transportation companies, especially specialised in exhibitions/arts
- Experience of managing schedules for multiple venue internationally
- Experience and knowledge of working with / in overseas venues
- Excellent communication skills
- Excellent time-management skills
- Availability and flexibility
- Excellent spoken and written English

Timeframe

The contract is part-time and working hours are flexible. The overall duration of the contract is 13 months starting on 22nd November 2015 (can be negotiated) and ending on 31st December 2016. The selected candidate will be expected to work for around 200-250 (tbc) hours during those 13 months. Peak times will be around November-December 2015, April-July 2016, September 2016 and December 2016. On average the candidate will be expected to work for 1 day a week, but this will depend on the peak times.

Budget

9 500 EUR (excluding VAT) will be offered as compensation. Travel costs will be reimbursed separately.

Location

The Touring Manager can work from the Ecsite office in Brussels (with their own laptop) using the entire office infrastructure (e.g. phone, internet, printer) or remotely. In case of remote work, no extra compensation can be offered to cover overheads.

To apply

We will be evaluating applications on a **rolling basis until we find the best candidate**. **The deadline to apply is 6pm on 11th November, however we strongly advise to apply as early as possible**. Only candidates selected for the interview will be contacted – thank you for your understanding.

To apply please send your CV (max 2 pages) and a short cover letter highlighting how your skills and experience match the requirements of this position to Maria Zolotonosa at mzolotonosa@ecsite.eu

