

Head of the "Exhibition Projects" department

Universcience, a public institution whose mission is to disseminate scientific and technical culture to the general public, comprises two sites located in Paris: The *Palais de la découverte* in the 8th district and the *Cité des sciences et de l'industrie* in the 19th district.

<http://www.universcience.fr/en/home/>

Environment: Within the Department of Exhibitions, in the "museum projects" division and under the direct responsibility of the Director of Exhibitions, you will be in charge of the design and production of the permanent and temporary exhibitions and/or travelling exhibitions. You will lead a team of 30 people, including exhibition developers, project managers and production assistants.

Within this framework, the following activities will be required:

Related to the development and management of the museum:

- To contribute to the exhibition development strategy and other related strategies, by ensuring the originality of approaches and the appropriateness of content for target audiences, and encouraging co-productions and partnerships;
- To develop preliminary studies of exhibition projects at the request of the Programming Committee;
- To manage exhibit design and production within the agreed deadlines and costs, in close collaboration with the other departments within the department as well as with the teams dedicated to digital media and animation;
- To supervise the implementation of the projects under his/her responsibility (selection of service providers according to the administrative rules in force), to evaluate these projects and consequently improve practices in the field;
- To ensure that the constraints related to maintenance and daily operation are taken into account during the full design process of the exhibitions elements;
- To ensure the follow-up of the exhibition after its presentation at a Universcience venue: travelling, duplication, diffusion in networks, etc.;
- To contribute to the communication and promotion of the exhibitions;

As part of museum watch activities:

- To stay informed about new trends in the professional environment (services, practices, museology, etc.);
- To initiate all studies needed (consulting, training, studies, assistance, etc.) to stay on the cutting edge of knowledge of the field, both in Europe and internationally.

Related the managerial role:

- To manage the team under your responsibility (requires skills in innovative leadership, creativity support, organization, recruitment, profile/position optimization, career development, promotion, motivation, annual evaluation interviews, training, internal communication);
- To design and implement action plans required to achieve your team's objectives (including matters of Human Resources, and allocation of financial and technical resources);
- To ensure the mediation of actions and means, and the control of results;
- To defend the needs (human, financial) of your department in the provisional plans;
- To constantly strengthen your employees' capacity for innovation;
- To guarantee the regular monitoring of the museum and educational environment of the establishment and initiate the necessary technical expertise.

With a broad general training, you have several years of professional experience in project or team management, including budget management. You attend and participate regularly in national and international professional conferences and are an active or permanent member of a professional association related to the sector.

In particular, you are proficient in the following skills:

- In-depth knowledge of culture, science communication and scientific and technical museology, and innovations in the field both nationally and internationally;
- Excellent general cultural knowledge and knowledge of museology outside scientific and technical fields;
- Ability to implement agile design and organizational methods;
- Knowledge of communication techniques;
- Proven writing skills;
- Sense of creativity;
- Sense of listening and openness to dialogue;
- Strong decision-making capacity.

The working language is French

Working conditions

Start date: 01/11/2018

Type of contract: CDI or secondment post, or stand-in for an employee

Working time: full-time (flat rate)

Remuneration: between 56 and 64 K€ gross annual depending on the profile

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