

Export Project Manager - Full Time

Universcience, an industrial and commercial public establishment 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 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, frequently updated and high-quality range of temporary, permanent and travelling scientific and cultural exhibitions and shows. It makes an active and measurable contribution to revenue generation through an export museography offer and an export consultancy offer.

Within the Exhibition Department and reporting to the Head of the Export Division, you are in charge of managing business development projects aimed at promoting and distributing the products, services, know-how and expertise of the Establishment in France and abroad, with the aim of increasing revenue generation.

you operate as a credible sales engineer, expert business consultant and valued client advisor, enabling you to identify, design, sell and implement large-scale projects

Within this framework, you will be expected to take on the following responsibilities:

- Manage a portfolio of travelling exhibition and cultural consultancy projects on a day to day basis and bring this portfolio to life;
- Maintain and retain a relational network of customers, fertilize existing partnerships by developing actions and/or projects with them ;
- Design and produce proposals for offers and quotations, negotiate with the client the financial and technical terms of the solution and finalize the contract in line with commercial policies and with due regard for the profitability of the proposals submitted;
- Build your project approach by adapting it to the nature of the negotiated contract and manage the entire project process through all its operational phases while ensuring that it remains profitable (manage customer relations, formalize the rendering of services to the client, carry out internal contract monitoring in coordination with management, draw up the budget and ensure that financial results are attained, ensure regular reporting on the progress of the project to its manager, then evaluate the project as a whole after its implementation);
- Carry out feasibility studies for projects in all its dimensions: context, contents, messages, target audiences, methodology, resource requirements, organization of tasks and evaluation of time spent, procedure management, estimated costing budget and planning..;
- Constitute and draft the proposal/consultation file(s) in the case of a design/realization operation for a museum space (program, services, organization, phasing and interfacing with the client's stakeholders, museographical approach, costs and financial conditions, planning and scheduling)..;
- Set up and organize the project team in coordination with the internal managers concerned and/or through contractualization with external stakeholders;
- Assist in the drafting, in conjunction with the legal department, of contracts and other legal documents relating to all operations undertaken;
- Participate in commercial lead generation and brand visibility initiatives (conferences, professional meetings, events, trade shows, public relations operations, etc.);
- Manage the project and coordinate the involvement of the various internal service providers as well as the involvement of any external partners, particularly in travelling exhibition operations.

Qualifications and work experience:

You have a 5-year university degree (Master's degree/business school/engineering school or equivalent), and several years' professional experience in lead generation, business development and project management in the leisure, culture and/or tourism consultancy sector. More specifically, you have proven expertise in the following areas:

- Excellent analytical and organizational skills;
- High level international negotiating skills;
- Listening skills;
- Client needs analysis;
- Excellent interpersonal skills;
- Expertise in managing complex long cycle sales in diverse environments;
- Knowledge of the French and European cultural environment;
- Knowledge of scientific or technical fields;
- Fluency in French, as this is the main language of the working environment;
- Professional-level proficiency in English and one other language.

A minimum of 2 years' experience in design offices, institutions or equivalent structures in event production or in the field of cultural consultancy would be an asset, as would as experience in handling responses to tenders in international environments..

Start date: 1 October 2018

Job position based in Paris (19th, arrondissement), permanent full-time position (travel in France and abroad).

Gross annual salary: between 41 K€ and 48 K€ depending on experience

Please apply before 12 July 2018

Please send your application, specifying the position concerned under the reference <https://universcience.mua.hrdepartment.com/hr/ats/Posting/view/299> (cover letter and CV) by e-mail to the following address: recrutement@universcience.fr