



JOB DESCRIPTION

Job title: Management assistant (traineeship)

Employer : Centre National de Création Musicale Voce

Status: 4-month payed internship

Starting date: From 1 April 2024

Sector: Musical performance

Description of the centre

The Centre National de Création Musicale Voce works in the field of creation, artistic dissemination, musicological research, musical training and cultural mediation. Founded in 1978 in Pigna, a rural village open to the sea and Mediterranean cultures, the CNCM Voce is a major actor in the development of Corsica's intangible heritage, its cartography and its influence. The centre has been labelled Fabbrica Culturale by the Collectivité de la Corse since 2020 and Centre National de Création Musicale by the Ministry of Culture since 2017.

Voce organises around a hundred concerts, shows and performances a year, many of them for free. The highlight is the FESTIVOCE festival, which takes place every year from 15 to 19 July. A celebration of voice and music, FESTIVOCE is a meeting place for artists, disciplines (singing, music, dance, theatre, street and circus arts, visual arts) and different repertoires and cultures. An emblematic cultural event in the Balagne region, FESTIVOCE has been bringing rhythm to the heart of Pigna every summer since 1991. Voce hosts the artists for the duration of the festival, encouraging encounters with them through shared meals at the Casa Musicale, "in" and "off" meetings and the traditional closing evening "Voce in festa": a staging that brings together all the participants in a grand concert-promenade through the most beautiful corners of the village of Pigna.

Job description

The trainee will report to the director and work with the administrator and the production manager to assist with the organisation of events hosted by CNCM VOCE, in particular FESTIVOCE 2024:

- Helping to organise schedules
- Helping to prepare the arrival of the artistic teams:
 - a) Contacting the artists
 - b) Booking accommodation, transport and catering
 - c) Drafting roadmaps for the artists
- Participation in the production of the festival:



Centre National de Création Musicale – Fabbrica Culturale VOCE, 20220 Pigna

Association agréée Entreprise solidaire d'utilisé sociale

Membre de Futurs Composés, réseau national de la création musicale

SIRET : 411 239 114 00019 – APE : 9001Z – TVA INTRA-COMMUNAUTAIRE : FR 59 411 239 114

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- a) Accompanying the artists/companies on site
- b) Monitoring contacts with institutions, relay structures and venues
- c) Organising dressing rooms, catering and logistics
- d) Liaising with the technical teams
- e) Monitoring suppliers
- f) Participating in the preparation of operational reports

The trainee must be present for the entire duration of Festivoce, with flexible working hours in accordance with current regulations. The trainee will be involved in all aspects of the management of the venue and may be asked to perform other multi-skilled tasks from time to time. They may be required to work evenings and weekends depending on the cultural centre's programme.

Description of the profile required

- Must be available throughout the period
- Training in cultural project management or equivalent desirable
- Knowledge of live performance and music in particular
- Curiosity, rigour, responsiveness, autonomy and team spirit expected
- Proficiency in office automation tools essential
- Good writing and spelling skills
- Available evenings and weekends
- Driving licence desirable

Starting date

1 April 2024

Deadline for applications

1 March 2024

Location

Pigna, 20220, Corsica



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Recruiter's postal address

1 Stretta di a stazzona, 20220, Pigna

Applications, in the form of a covering letter accompanied by a curriculum vitae, should be sent by e-mail with the subject "internship 2024" to **alba@voce.corsica**

Organisation website

www.voce.corsica



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