



## Junior Event manager

Full-time internship, Paris-based, September 2018

### MISSIONS

Under the responsibility of the Communication's Director, and working with the communication team, the intern will be in charge of :

- I. **Project / event management for the summer camp of the Institute** happening in autumn (September or October). This 3 days-event with 150 participants will be mixing conferences, workshops, exhibits and other creative experiences.
  - Participating in the creation of the event / brainstorming / creation of the workshops etc.
  - Organization of the event: retroplannings, identifying the needs etc..
  - In charge of the event'logistic (asking for invoices, goodies, planning etc..)
  - Follow up of the budget
  - Follow up of the communication tools

### II. Event management

- Organizing the public events of the Institute for Desirables futures: planning the events - from the invitations to the organization of the event on the D-day - hand in hand with the team.  
Our public event : "[Au Pire ça Marche](#)" at the Gaité Lyrique, "[UP conference](#)" at "La Bellevilloise", "The popular School of Reinvention" – a serie of conferences to be launched with a new branding and a new editorial slant.
- Organizing the events dedicated to the community of the Institute for Desirable Futures : a monthly meeting called "ApéritIFs", a bi-annual event for 150 people.

This list of mission is not limited. You will be invited to participate to the team's project on a general scale and you will be invited to do various missions that are not directly related to event management (communication, research of information, administrative tasks etc..).

**Duration:** 6 months

**Beginning of the mission:** September 2018

**Localization:** Paris

### **Profile required :**

Event management – event planning, minimum 2 years of university / school.

Open mind, curious, strong interest for social innovation, good general knowledge, good capacities of communication, French speaking, rigorous, ability to conduct a project.

You must have an internship agreement from your school.

### **Contact:**

For more information please contact Delphine Blumereau, Director of communication at [recrutement@futurs-souhaitables.org](mailto:recrutement@futurs-souhaitables.org)

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## **THE INSTITUTE FOR DESIRABLES FUTURES**

The Institute For Desirable Futures is a **Think and Do tank** on Prospective, sustainability and Social Innovation in Paris whose mission is to inspire brighter futures.

### **We have 3 mains activities:**

- **Pedagogy / Training** on social innovation subjects, for all those who would like to participate, in a way or another, in building desirable futures, whether it is in companies, public or private organizations, territorial authorities, associations, professions of the culture and the arts.
- **Events** : free events open to the public as well as private events for our community
- **Community management** : we have a community of more than 600 people who have followed our trainings.

## Our attitude:

- An **empowering optimism** to build tomorrow's future. Our leitmotif: the best is yet to come
- A **new pedagogical experience** to explore, project and build one's desirable futures.
- **Using beauty for serving the useful**, offering a privileged place to the arts in our explorations.
- A **culture of experimentation and boldness**, learning from mistakes no less than from our resounding successes.

An offbeat, humorous, and optimistic tone to generate enthusiasm and call to action !

<http://www.futurs-souhaitables.org>