



## **Culture Officer – Archipel.EU project**

### **OCTs and OCTA**

The Association of Overseas Countries and Territories of the European Union (OCTA) was constituted in March 2003 by the governments of the Overseas Countries and Territories (OCTs) and registered in Belgium as a not-for-profit association (ASBL). Out of 13 OCTs, all the permanently inhabited territories (12) are currently members of OCTA as well as the French Southern Antarctic Lands - TAAF. OCTA serves as a platform through which the OCTs realize their common goals by working collectively through cooperation, policy dialogue, promotion of common positions and partnerships for the sustainable development of OCTs.

### **Archipel.EU culture project**

Archipel.EU is a project that aims to test, over a 24-month period, a direct financial support scheme for cultural professionals, artists, groups of artists, cultural organisations and institutions, residing in the 22 Outermost Regions (ORs) and the Overseas Countries and Territories of the European Union (OCTs), i.e. 9 ORs and 13 OCTs.

The project is coordinated by the Institut français, with Association of Overseas Countries and Territories of the European Union (OCTA) and the Agência de Promoção da Cultura Atlântica (APCA).

The main objectives of the programme are to:

- Contribute to safeguarding, promoting and supporting intangible cultural heritage, local knowledge, popular arts and practices as well as ancestral and indigenous cultures;
- Improve cultural dialogue and exchanges amongst ORs and OCTs and across the EU;
- Disseminate cultural and creative works from overseas cultures, through mobility including virtual projects.

### **Job description**

The Culture Officer will contribute to the capacity building of our beneficiaries, by providing dedicated support and accompanying potential applicants to fulfil the potential of their cultural projects. In addition, the Culture Officer will support selected candidates to successfully carry out the operational implementations of their projects.

The objective of this position is also to build the capacity of the Overseas organisations towards the Creative Europe programme, as no organisation from the OCTs has ever participated in the programme.

### **Duties and Responsibilities**

- Raise awareness of the opportunities available for cultural actors in the European overseas within the Archipel.EU project and the Creative Europe programme.
- Provide guidance and technical assistance on how organisations from the OCTs - across a wide diversity of areas and arts forms - can participate in the Archipel.EU project and the Creative Europe programme.
- Design and plans training materials and communication materials for the successful development of the Archipel.EU project.

- Organise and deliver online workshops/webinars that contribute to the capacity building of the cultural sectors of our beneficiaries.
- Provide general support the application process of cultural organisations to Archipel.EU at a technical level – with a focus on writing and financial skills for EU projects.
- Collaborate effectively with the Institut français and the Agência de Promoção da Cultura Atlântica, as well as the network of Associated partners.

### **Desired profile**

- University Degree in areas related to Social Sciences, European studies, Management, Business, Communication or related studies to this position.
- Proven experience in managing European funds, administrative tasks, handling budget reporting is required. Experience in the Cultural Sector (trans-sectoral) and European co-funded projects (e.g. Creative Europe) is desirable.
- Excellent facilitation and communication skills.
- Fluency in English and French.
- Good knowledge of Dutch or Danish would be an asset.

### **Location and Duration**

The full-time position (38h/week) is based in Brussels, Belgium – arrangements can be made depending on the evolution of the COVID-19 pandemic.

The position will start ideally by September 2021 or as soon as possible, for a period of one year (1). The position is linked to the Archipel.EU project, financed by the European Union. The budget available for this position is 50 000€.

### **How to apply**

If you are interested, please send your CV and cover letter (reference letters are encouraged), mentioning your availability by e-mail to:

- Mr Pablo Lopez-Herrerias – Coordinator of OCTA Secretariat: [pablo@overseas-association.eu](mailto:pablo@overseas-association.eu)

Please mention “Culture Officer – Archipel.EU” in the subject line.

Deadline to apply: 20/08/2021

Interviews of selected candidates will take place in Brussels or remotely in the week commencing on 22/08/2021.

For more information on the position, please contact Ms Marta Fernández Fornieles – EU Programmes Adviser of OCTA Secretariat by email: [marta@overseas-association.eu](mailto:marta@overseas-association.eu).