

Job Offer - REFLOW Research Project Manager (Paris)



About VOLUMES

VOLUMES is a creative and productive hub hosting a coworking space, a makerspace and a foodlab. Established in 2014 by a collective of transdisciplinary designers and changemakers, Volumes is located in the lively 19th district in Paris.

The hub gathers communities, runs events, hosts startups and big corporations, incubates projects that investigate the fields of collaborative economy, productive cities, computational design, digital manufacturing, food design and food innovation.

Since 2015, Volumes hosted a diverse community of freelancers, international NGOs, companies and start-ups such as Ouishare (international network for collaborative economy and open innovation), Stample (collaborative knowledge platform), Civicwise (international network for collaborative urbanism), La Ruche Qui Dit Oui (Local Food Distribution Platform), Open Source Democracy (digital participation and democracy platform), etc...

In 2016, Volumes initiated with other local labs and coworking spaces the Fab City Grand Paris movement and joined the Fab City Global Initiative to make cities more locally productive and globally connected.

In 2020 and 2021, Volumes is opening 2 new locations in the north-east of Paris : the Fab City Hub Paris and Oasis 21 in the Parc de la Villette.

The ambition of VOLUMES is to establish one of the most vibrant communities of changemakers in Europe, especially focusing on how such experimental hubs can play a major role to shape the future of our cities.

Learn more at

volumesparis.org

Context

Volumes initiated in 2018 a Working Group for Research and Development Project and took part in the elaboration of the Reflow Project which launched in June 2019. REFLOW is an EU H2020 funded project, from 2019 to 2022, that seeks to understand and transform urban material flows and to co-create and test circular and regenerative solutions at business, governance and citizen levels.

Within this project, one of the key actions assigned to Volumes is the creation of a series of educational and incubation programs in order to create design processes based on material reuse and circular economy.

For that, Volumes just launched a program called Driven by Volumes, a pre-incubation online and onsite program with the following focus : Embedding Advanced Computational Design Strategies in Early Stage Entrepreneurship.

Volumes is currently seeking a Research Project Manager adaptive to both the online and onsite running of the program.

- more info about the Reflow project at reflowproject.eu
- more info about DRIVEN by Volumes incubation program project at drivenbyvolumes.io

Role and Key Responsibilities

The Research Project Manager is expected to progressively take lead and full responsibility of the project. In this role, he/she will be supported by the Project Director (Francesco Cingolani, Volumes co-founder) and the Project Curator (Andrea Graziano, computational designer) to elaborate and run the Incubation Program. Other resources available for the Project Manager include : Makerspace Manager for everything related to digital Fabrication, Event Manager for everything related to Event Facilities and Logistics, Administration Manager, Coworking Manager.

Tasks and responsibilities will includes (100% of the tasks and responsibilities listed below are related to the EU funded Reflow project) :

- STRATEGIC VISION AND GENERAL PROJECT MANAGEMENT including : participating in European consortium and Parisian consortium meetings, elaborate on a creative and strategic vision for the project and coordinate communication with partners, tutors and incubated projects.
- CONTENT MANAGEMENT AND EDUCATIONAL METHODOLOGY including tutoring and coaching incubated projects, finding relevant contents, topics, and educational methodologies and converting those into operational tools (schedules, briefs, etc...)
- COMMUNICATION AND MARKETING CURATION including writing and editing online articles and blog posts about the program, sharing it on different online platforms and social networks, coordinating communication with tutors and students through online collaborative platforms such us Slack, Github and BuddyPress for Wordpress.
- EVENTS AND FACILITIES COORDINATION including participating in organizing and running conferences, events and workshops and facilitating the communication and the logistics with the facility managers at Volumes. Please note that for the time being these events will mainly be online in response to the current pandemic.

Profile and Skills

Volumes is looking for a non-conventional, highly creative and inspired profile with a computational design background and a strong attitude for transdisciplinary roles. Ideal candidate will be a resilient person with previous experience in a highly innovative environment such as a creative hub, a fab lab or similar.

The following skills are requested :

- English and French fluency
- Good knowledge of Design, Architecture, Construction, Robotics and/or Computational Design
- Fluency in 3d modelling
- Previous experience in digital fabrication
- Excellent communication (online/offline) and collaboration skills
- Social Network basic knowledge

A previous experience in an educational or incubation project would be a plus.

Conditions and Salary

We are looking for a part-time (2 or 2.5 days per week) Research Project Manager starting october 1st, 2020.

- 6 months contract renewable (CDD)
- Salary will be based on a full time rate of 1700 euros per month (net wage).
This is the salary that you would get if you worked full time (5 days per week), thus this needs to be converted depending how many days you are working (2 to 2.5 days per week depending on your wish).
- This amount could be adapted in case of candidates with good experience (please mention in your motivation letter and submission email if you are expecting a different salary than the one mentioned above)
- Bonus includes the use of event and digital fabrication facilities of Volumes up to 300 euros per month.
- If you are looking for a full-time position, please note that this position could be combined with a second part-time position (please check-it at volumesparis.org/jobs) to work at Volumes on a second European research project called Centrinno. Please mention your interest in your motivation letter and submission email and specify if you are open to take the part-time position or you are only interested in case of a full-time one.
- We are looking for someone based in Paris but we offer the possibility to work remotely. During covid-19, full-time remote work is possible, even if some physical meeting in Paris and Europe may be required at some point.
After covid-19, we will still offer the possibility to work remotely up to 1 day per week, but also travels to Milan and other countries in Europe will be required. Please note that part of the team will keep working remotely also after the covid-19.

How to submit your application

Please send your proposal to francesco@volumesparis.org using the subject line “REFLOW Research Project Manager” including :

- *a short letter of motivation (in the body of the email)*
- *a CV (attached)*
- *a Portfolio (attached or link)*

Schedule :

- Please submit your proposal **before Sept. 15th 23.59 pm (2020, Paris time) -**
- First round of interviews will take place online on **Friday 18th starting 10am (2020) -**
- Second and final round of interviews will take place at Volumes in Paris on **Monday 28th starting 4pm (2020) -**
- Launch of the operations are **scheduled for Oct. 1st (2020) -**

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