

Project Manager ERC AGRELITA, University of Caen Normandy

Sep 01, 2024

Application deadline: May 12, 2024

Catherine Gaullier-Bougassas

The ERC Advanced grant project AGRELITA “The reception of ancient Greece in pre-modern French literature and illustrations of manuscripts and printed books (1320-1550): how invented memories shaped the identity of European communities”, led by Prof. Catherine Gaullier-Bougassas (Principal Investigator), is now accepting applications for

1 position of Project Manager (100%), starting on 01/09/2024.

AGRELITA is based at the University of Caen Normandy and is scheduled to conclude on 30th September 2027.

Contract duration: 12 months, renewable.

PROJECT

Until now the reception history of ancient Greece in Pre-modern Western Europe has focussed almost exclusively on the transmission of Ancient Greek texts. Yet well before the revival of Greek’s teaching, numerous vernacular works, often illustrated, contained elaborate representations of ancient Greece. AGRELITA studies a large corpus of French-language literary works produced from the 1320s to the 1550s in France and Europe, as well as the images offered by their manuscripts and printed books.

TASKS

The project manager supports the Principal Investigator in the implementation of the project:

- To organise the scientific activities of the project and help prepare publications
- To contribute to the scientific monitoring of the project
- To be in charge of the project’s communication
- To assist with the administrative and budgetary follow-up of the project.

He/She will be in communication with many scientific, administrative and financial interlocutors, the project members and the visiting researchers, the University of Caen and the ERC, the editors, the translators, the librarians...

The most important missions of the project manager will be:

Logistical organization of the scientific activities of the project:

- To program the activities, travels in connection with the Principal Investigator and the post-docs

- To organize the logistics of the scientific activities of the project - meetings, seminars, workshops, conferences (face-to-face and remote): manage the missions of the team members and invited researchers in connection with the services of the University of Caen (accommodation, transportation...)
- To organize the travels of the Principal Investigator and the post-docs.
- To organize access to the services needed for the project: documentation, reproductions, translations, links with publishers...
- To help welcome visiting researchers

Contribution to the scientific follow-up of the project:

- To participate in the writing of the activity reports
- To participate in monitoring AGRELITA's publications: contributing to the material preparation of publications, reading and ensuring the typographical conformity of texts (publishers' presentation rules), monitoring relations with publishers and translators, etc.
- To contribute to monitoring the data management plan

Project communication:

To develop and implement strategies to ensure effective and visible communication and dissemination of the project. He/She will manage the carnet Hypothèses Agrelita (<https://agrelita.hypotheses.org/>) and the content of its different sections related to the Principal Investigator. He/She will manage the project's social media accounts. He/She will announce on specialized scientific websites and social networks the activities of the project. He/She will develop other communication strategies, in particular in collaboration with the University of Caen's Communication Department.

Administrative, budgetary and financial follow-up of the project:

To ensure links with the administrative and financial services of the University of Caen and the ERC.

In relation with the research center Craham (Centre Michel de Boüard · UMR 6273, <https://www.craham.cnrs.fr/>), the UFR Humanités et sciences sociales (<https://ufr-hss.unicaen.fr/>) and the general research management of the University of Caen, to actively contribute to the following tasks:

- To monitor the consumption of project's funds, ensuring the proper application of the budgetary and administrative rules of the University of Caen and of the European Commission
- To prepare administrative and financial reports according to the schedule set out in the grant agreement, responses to surveys, audits and evaluations, particularly those relating to the organization and budget of the project
- To ensure the archiving of documents, especially financial, invoices, orders and mission reports, in coordination with the internal services of the University
- To ensure the follow-up of the time sheets of the team members

QUALIFICATIONS AND REQUIRED SKILLS

- Master's degree or PhD
 - Experience in conducting scientific research projects.
- Previous experience of managing EU projects and budgets would be an advantage.

- An affinity for European projects and research in the humanities.
- Very good command of French, ability to proofread texts and knowledge of the rules of scientific writing
- Good command of English, for oral and written communication with English-speaking researchers, translation of calls for papers, etc.
- Rigor, reliability
- Sense of organization
- Autonomy, sense of initiative and responsibility, reactive and flexible attitude, ability to handle different situations and resolve difficulties
- Team spirit and ability to work in a network, with interlocutors with multiple concerns, ability to listen and adapt.
- Very good interpersonal skills, confidentiality
- Proficiency in office automation tools
- Experience of basic web editing appreciated (training possible)

PROFESSIONAL ENVIRONMENT

The Project Manager will be placed under the direct responsibility of the Principal Investigator of AGRELITA, Prof. Catherine Gaullier-Bougassas, and will work in close collaboration with her. He/She will be in constant contact with the post-doctoral fellows and with the other members of the project. He/She will be expected to work as part of a team and also independently, towards their own deadlines and long-term planning schedules.

CONDITIONS

- Location : University of Caen Normandy, research center Craham : Centre Michel de Bouïard · UMR 6273, <https://www.craham.cnrs.fr/>
- The Project Manager will have an office in the Craham.
- Employer: University of Caen Normandy
 - Type of contract: fixed-term contract
 - Duration of the contract: 12 mois
 - Working time: 100%
 - Estimated starting date of the contract: 01/09/2024
 - Remuneration: from €2134 gross per month, negotiable depending on profile and experience
 - Advantageous holiday arrangements

Contact: catherine.gaullier-bougassas@unicaen.fr

RECRUITMENT PROCEDURE

Application file to be sent in digital format (pdf) by 12 May 2024 at the latest to the following address

catherine.gaullier-bougassas@unicaen.fr

The file should include

- A Curriculum Vitae
- A letter of motivation

- Any referees to be contacted, their names and contact details, at the end of the CV file.

The selected candidates will be auditioned at the end of May/start of June 2024. Response during June.

See also:

<https://euraxess.ec.europa.eu/jobs/211233>

<https://www.unicaen.fr/universite/travailler-a-luniversite/personnels-biatss/recrutement-de-personnels-contractuels/>

<https://agrelita.hypotheses.org/>

Reference:

JOB: Project Manager ERC AGRELITA, University of Caen Normandy. In: ArtHist.net, Apr 2, 2024 (accessed Nov 2, 2024), <<https://arthist.net/archive/41552>>.