

ASSISTANT et INTERNS

Atelier Ile-de-France 2014

Each year, Les Ateliers de Cergy, a non-profit organization, organizes an international workshop of urban planning for students and young professionals in Ile-de-France in Cergy-Pontoise. During one month, this workshop brings together 24 participants below 30 so that they work in international and multidisciplinary teams (architects, engineers, environmentalists, sociologists, artists, economists ...) on an identified issue with the local authorities. At the end of the workshop, the teams present illustrated proposals and innovative projects to a international jury.

In 2014, the workshop focuses on the following theme: *The southern Paris region as a laboratory for localising the energy, ecological, urban and rural transition.*
It will be held in Essonne and Cergy-Pontoise in September 2014.

The topic and the team:

Everybody recognises that there is an urgent need to organise the energy transition!

We have seen a whole series of initiatives to achieve this. They involve significant changes in a wide variety of areas ranging from food supply to consumption and energy production, thereby questioning the development of our towns and cities.

For its 32nd summer session, the Ateliers invite you to find out how a large area (the southern Paris region), which has been dependent on easy access to fossil sources of energy, can shape and implement its own transition. During the workshop, the teams will be asked to imagine the ways and means of changing our towns, cities and regions to make them more energy-efficient, smarter, more pleasant and more welcoming.

For more information on this topic, please visit our website to download the topic-document www.ateliers.org/transition

The managing team of the workshop consists of:

- Two pilots/scientific directos and an assistant-pilot in charge of the scientific content of the workshop and the preparation of documents from late 2013
- Two members of the permanent staff of Les Ateliers
- Two assistants who will be in Cergy **from August 20 to September 27, 2014**
- Three logistics interns who will be in Cergy **from August 20 to September 27, 2014**

Want to get involved in a multicultural and international event with young professionals from around the world?

Being assistant:

What are my responsibilities?

- Participate in coaching teams in their work
- Be the referent for the teams about "contents » : provide maps, documentation, research materials and references if needed
- Produce documents for the different events of the workshop : exchange forums, final production for the jury, important design work for the session book (outcome of the workshop)
- Participate in the coordination and management of the program of the workshop and being present full-time during one month alongside participants (for both moments of work and relaxation)

Qualifications:

- Training in architecture or urban planning, Master's level
- Ability to work on maps

- Mastery of InDesign
- Car licence appreciated
- Languages: English essential, French appreciated
- Sympathy, good humor, taste for hard work in team!

Conditions:

- Travel costs supported by Les Ateliers
- Accommodation with the participants in a students residence supported by Les Ateliers
- Some meals supported by Les Ateliers
- Compensation : 600 euros (possibly internship or invoices)

Being an intern:

What are my responsibilities?

- Provide logistics for the workshop: shopping, travel, event planning, material management, organization of work spaces and living spaces
- Being present alongside the participants and assistants, including during breaks, and support the logistical needs, including at the residence
- Participate in the management of the program of the workshop
- The advantages: discover the world of urban planning and architecture alongside young professionals from around the world, attend a great human and professional experience, gain training in project management

Qualifications:

- Technical or general education (degree level accepted)
- Experience in events organization or logistics appreciated
- Common sense and good will !
- Languages: French is essential, English if possible
- Driving license appreciated
- Sympathy, good humor, taste for teamwork!

Conditions:

- Travel costs to Cergy supported by Les Ateliers
- Possible accommodation with the participants in a university residence (if you wish) supported by Les Ateliers
- Some meals supported by Les Ateliers
- Compensation: 500 euros (possibly internship or invoices)

To apply, please send to assistants@ateliers.org the following form and a resume (CV)

Fiche de candidature staff Cergy 2014

Application form for staff

Je postule pour être **Assistant** / I apply to be an **Assistant**

Ou/or

Je postule pour être **Stagiaire évènementiel - logistique** / I apply to be an **Intern in Logistics & Event organization**

NOM	Prénom/NAME	First	Name	:	Photo

Date de naissance/ Birth date : _____					
Postal	address/Adresse			postale:	

Email : _____ Téléphone/Mobile phone : _____					
Personne à contacter en cas d'urgence/ Emergency contact person : _____					
Diplôme(s)/Degree(s): _____					
Situation actuelle/Current situation : _____					
Participation préalable aux Ateliers / Previous participation to Les Ateliers : _____					

Compétences/Skills (de 0: néant à 4: maîtrise / from 0 : nul to 4 : mastery)

LANGUES / LANGUAGES	0	1	2	3	4
Français / French					
Anglais / English					
COMPETENCES GRAPHIQUES / GRAPHIC ABILITIES	0	1	2	3	4
Logiciel Indesign / Ability with software InDesign					
AUTRES / OTHERS	0	1	2	3	4
Concevoir et mettre en page des documents / Design documents / layout					
Ecrire des rapports et synthèses / Write reports & synthesis					
Travailler sur des cartes / Work on maps					
Animation de groupe / Group animation					
Goût du service / Helpful attitude / taste for service					
Expérience en logistique/ Background in logistics					
Expérience en évènementiel/Background in organizing events					
Autres/Others :					

Courte description (80 à 100 mots) / Description of yourself (80 to 100 words):

Application form to be sent with your CV to assistants@ateliers.org