



JOB DESCRIPTION

SERIES MANIA INSTITUTE TRAINING COORDINATOR

In Lille, Hauts-de-France region

Full-time

Fixed-term contract: 17 month from February 2021 to June 2022

TITLE: Coordinator of the Series Mania Institute's training programs

Sector

Education / Media / TV series

Description of the company / organization

The SERIES MANIA Lille / Hauts-de-France International Festival shows the world's best series on the big screen, giving an unique opportunity to its audience – over 70,000 spectators in 2019 and over 2,500 French and foreign professionals, all participating in a 9-day annual event.

In 2021, SERIES MANIA will launch the SERIES MANIA INSTITUTE, a new training initiative offering programs for TV professionals all-year-long in the Lille metropolis and the Hauts-de-France region.

Within its training offer, the SERIES MANIA INSTITUTE is launching the *Eureka Series* program, in partnership with French state film school LA FEMIS. Taught in English, this four-month full-time program aims to train six European screenwriters and six European producers, giving them the skills to create, produce and sell European TV series projects. It will consist of lectures, workshops, masterclasses and case studies.

The SERIES MANIA INSTITUTE is also launching with SCIENCES PO LILLE (Lille Institute of Political Studies) a SERIES MANIA-labeled track within the MIC Master (*Management of Cultural Institutions*). Taking place over the two years of the Master, its ambition is to give its students the necessary tools to perform managerial functions in the European audiovisual sector.



Job description

In this context, the SERIES MANIA INSTITUTE is hiring a **training coordinator** who will be responsible for ensuring the implementation of educational and administrative conditions for the launch and smooth running of the *Eureka Series* training program (the first edition of which will take place in Lille from September to December 2021) and of the SERIES MANIA-labeled track within the MIC Master (the first classes of which will be given during the 2021-2022 academic year).

The ambition of the SERIES MANIA INSTITUTE is to implement all its training programs in the Hauts-de-France region, and more particularly in the Lille metropolis, to make it an international hub for present and future TV series professionals. The missions of the future coordinator will therefore require his/her presence in Lille for the whole duration of the training programs.

Responsibilities

The assignments of the Training Coordinator are carried out under the supervision of the SERIES MANIA INSTITUTE project manager.

The Training Coordinator will have the following duties and responsibilities:

- **Coordination and organization of the training programs**

- Recruit the training programs' lecturers and speakers, define the content of the courses with the SERIES MANIA INSTITUTE and the FEMIS teams
- Recommend training materials and methods, order and maintain in-house training equipment and facilities
- Participate in the reception of professors, speakers and participants
- Coordinate Eureka Series' call for applications
- Supervise Eureka Series participants on a daily basis
- Monitor training programs, track and create reports on their outcomes
- Select and contact companies likely to recruit SCIENCES PO LILLE students in co-op and internship programs
- Organize educational meetings with the SERIES MANIA INSTITUTE's school partners
- Coordinate travels of participants for some teaching modules



- **Administrative tasks**

- Follow-up of participants' files and training staff contracts in coordination with SERIES MANIA administrative team
- Create reports, notes, summary documents related to training programs
- Coordinate the call for applications for the Eureka Series program: inform potential candidates, receive and process application documents, etc.

Requirements

- Masters degree in training, media, education or related field
- Outstanding communication skills, both written and verbal (English & French)
- Significant experience in the coordination of international audiovisual projects and / or international training programs
- Exceptional organizational skills including the ability to handle multiple assignments and logistics
- Excellent knowledge of European TV series (channels, platforms, programming policies, regulatory issues, etc.)
- Very good command of IT tools (MS Office Pack), proficiency in InDesign and Photoshop
- Flexibility and high availability required
- Presence in Lille required for the duration of the training programs

Start date

February 2021

Salary

According to profile and experience



Job based in

Lille and Paris, France

Send resume and cover letter to:

smi@seriesmania.com

Recruiter's mailing address

12, boulevard de Bonne Nouvelle 75010 Paris

Company / organization website

seriesmania.com/en