



AVANT-GARDE LAWYERS

WE ARE HIRING PROJECT EXECUTIVE

Join us in our mission to protect the rights of artists to imagine and create freely!

Terms of Reference – Project Executive

<i>Post Title</i>	Project Executive
<i>Organisation</i>	Avant-Garde Lawyers (AGL)
<i>Reporting to</i>	AGL Director
<i>Location</i>	Remote work, preferably based in Paris
<i>Duration</i>	From ASAP for initial period of 2 years (renewable)
<i>Status</i>	Full-time, flexible
<i>Application Deadline</i>	4 March

About Us

Avant-Garde Lawyers (AGL) is a young international legal organization defending the rights of artists to create, display and distribute their art free of threats and harassment. We are registered in France.

Our Mission

- Provide access to justice and specialised legal support to artists victims of harassment, censorship, and imprisonment because of their art
- Expand the right to freedom of artistic expression through strategic litigation and research
- Promote pro bono culture for the benefit of at-risk artists

Visit our [website](#) to learn more about the work we do.

Job Summary

The Project Executive will support AGL Director and team in planning and overseeing operational activities to ensure projects are completed in a timely fashion, within budget and in line with AGL policies and donor requirements.

Key Duties and Responsibilities

In consultation and collaboration with AGL Director, the Project Executive will be in charge of:

- Leading on day-to-day management and implementation of assigned projects
- Developing strategic long-range plans to achieve objectives
- Leading on project monitoring and reporting, and measure project performance to identify areas for improvement
- Assisting AGL Executive Director in administration and budgeting to ensure an effective management of the financial resources
- Researching funding opportunities and drafting grant proposals and sponsor applications

- Supporting preparation and coordination of AGL team meetings and Board meetings, and monitor implementation of action points
- Supervising and training volunteers
- Ensuring smooth internal communications in AGL team and maintain open communication with stakeholders

Perform other relevant duties as required.

Qualifications, Skills and Experience

The ideal candidate is dedicated and committed to freedom of expression and respect for the rights of artists. They will have a Bachelor's degree in business administration, international relations, political science or a related field and preferably a Master's degree in human rights. A Project Management Professional (PMP) certification is highly desirable.

Skills and Experience

- Excellent time-management skills
- Extraordinary initiative, creativity and capacity to think and plan strategically
- Able to work autonomously and remotely, extremely resourceful
- Adaptability
- Team spirit and respectful working and decision-making style
- Sensitivity to cultural differences and ability to communicate clearly and effectively with a wide array of people with diverse backgrounds throughout a global network of professionals
- Ability to build and maintain positive relationships with executives, partners, board members, donors, artists, artists' management, sponsors etc.
- A minimum of 3 to 4 years of work experience in a similar position
- Knowledge of project management software tools, methodologies, and best practices
- Previous work in the freedom of expression or artistic fields preferred.

Language Requirements

- Fluency in English
- Working knowledge of French strongly preferred
- Knowledge of Russian, Arabic, and other languages an asset

What We Offer

Ample mentoring and learning opportunities.

Working as part of a small and creative team will offer you a hands-on learning experience and help you develop a deep understanding of the artistic freedom field. You will have access to AGL training courses and materials and the opportunity to work and learn from a diverse group of experts in art law.

Participatory management style.

Flexible working hours and schedules.

Salary commensurate with experience and skills set.

How you can apply

If you are interested and meet the requirements, please submit your Curriculum Vitae, a letter of interest and 2 writing samples in English and French (if available), by e-mail to Andra Matei at andra.matei@avantgardelawyers.org. Please CC: executive@avantgardelawyers.org.

Only pre-selected candidates will be contacted.