

2019 SEJOURS CULTURE

INSTRUCTIONS FOR CANDIDATES

Candidates are requested to fill in all parts of the application file in detail

- in English only
- typed or written in block capitals
- to attach the requested documents: copy of identity card or international passport + 1 passport photo, copies of documents presenting their current employer and their level of responsibility within it.

The **complete** file must be dropped off at or sent to the French Embassy's Department of Co-operation and Cultural Action or to the French Institute and, for certain countries, to the Consulate General of France. The candidate must comply with the deadlines set by these bodies.

The deadline for receipt of applications in Paris, endorsed and transmitted **exclusively** by the services of the French Embassy or the French Institute, is **22 February 2019**.

Application files submitted after this date will not be considered.

Files sent directly by the candidates to the Ministry of Culture will not be considered.

Candidates will be informed by e-mail of the outcome of the selection process in July.

Confirmation of participation

Within the timeframes indicated by the Ministry of Culture, the successful candidates will confirm in writing their participation in the programme and, to facilitate its smooth running and general organisation, they will undertake in writing:

- to *adhere to the entire programme for which they were selected and to accept its content, which cannot be called into question before or during the trip. No requests for a change in the duration of the trip will be entertained;*
- to *inform the Ministry of Culture of any professional changes which may arise between the time their application is accepted and the commencement of the trip in France (change of post or remit, internal transfer, change of employer, cessation of activity, etc.);*
- to *submit a written assessment of the trip once it has ended*

Participants shall provide all information useful to development of the programmes.

Information

Ministry of Culture

General Secretariat / Sub-Directorate for European and International Affairs

Nicolas BREAND

Telephone: +33 (0)1 40 15 37 11 – nicolas.breand@culture.gouv.fr

APPLICATION FILE Programme of cultural trips 13-24 May 2019

SURNAME**First name****COUNTRY**

Date and place of birth

Nationality

Country of employment

*Please enclose a copy of your international passport or ID + 1 passport photo***Choice of trip package** (*only one choice possible*)

performing arts	code SV	<input type="checkbox"/>
visual arts and design	code AVD	<input type="checkbox"/>
building heritage and architectural quality	code Pat	<input type="checkbox"/>
books	code LV	<input type="checkbox"/>
cultural and creative industries	code ICC	<input type="checkbox"/>

PROFESSIONAL CAREER

1) current professional activities (describe in detail)

Employer organisation					
Legal status	<input type="checkbox"/> <i>public</i> <input type="checkbox"/> <i>private</i>		date of your appointment		
Overall operating budget <i>(approximately)</i>				Number of employees <i>(approximately)</i>	
Fields of activity and remit of the organisation					
Your main duties	<input type="checkbox"/> senior management <input type="checkbox"/> production	<input type="checkbox"/> administration / management <input type="checkbox"/> programming	<input type="checkbox"/> coordination <input type="checkbox"/> artistic	<input type="checkbox"/> communication <input type="checkbox"/> development of cultural policies	<input type="checkbox"/> technical <input type="checkbox"/> marketing
Indicate: .the position held .the main responsibilities .remit					

2) previous experience**previous professional activities**

Indicate the names of previous employers, beginning with the most recent (by following the headings indicated)

- . the employer
- . dates
- . post/position held
- . remit:

3) education and training**higher education (specify the qualifications obtained, dates and places)**

Higher education in France

no yes

If yes, please specify

Training already undergone in France (including as part of the "Courants" programmes)

(specify the titles of the courses, dates and places *and* the names of the organisations that provided the training)

Are you participating in or have you already participated in the development of cultural projects which have an international scope? Yes No

Characteristics of the project and nature of your involvement	Organisations involved in the project and contacts
Have you recently been or are you currently in contact with cultural institutions in France? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description of the cooperation project	French institutions concerned, contacts
How did you learn about the programme?	

MOTIVATION

Please give a detailed answer typed up on a separate page.

These sections are key for selecting candidates **and** for the development of programmes.

Professional project in connection with the chosen programme (about 15 lines)
Specify your expectations and professional goals

Recap: Cultural Trips offer a personalised and themed programme, made up of encounters and visits which are mostly individual.
In some cases, meetings and visits in **small groups** can also be organised, depending on the profiles and expectations of the selected candidates.

Which French partners would you like to meet? For what purpose?

Names of organisations, departments, etc.

Are you already in touch with some of them?

What are the themes and subjects that you would like to discuss with the French professionals during your trip?

Which projects, which co-operation actions do you plan to implement in the coming months?

- . nature of the project
- . stage of advancement
- . French organisations/partners involved or approached

COSTS COVERED

SURNAME

First name

The Ministry of Culture covers:

- a. tuition fees
- b. accommodation costs (in Paris and, if applicable, outside the Paris region)
- c. living expenses (daily meal allowance)
- d. travel within France, as part of the programme
- e. social protection (sickness, civil liability, repatriation)



The Ministry of Culture does not cover the cost of international transport

International transport will be covered by (please tick the appropriate box)

the candidate

their home body

another body (French Embassy or French Institute of the country of origin, etc.)
which?

KNOWLEDGE OF THE FRENCH LANGUAGE

NAME	FIRST NAME			
How long have you been speaking French?				
Where did you learn it?				
Do you use it often?		<input type="checkbox"/> regularly	<input type="checkbox"/> rarely	<input type="checkbox"/> never

Opinion of the authorised department on the level of French

This overall linguistic assessment of the candidate is placed under the supervision of the Cultural Action and Cooperation Advisor. It may be carried out by any person authorised by the Department of Cultural Action and Cooperation and the establishments of the French cultural network abroad (French Institutes, French Cultural Centres, Alliances Françaises).

SPOKEN FRENCH					
comprehension	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> intermediate	<input type="checkbox"/> passable	<input type="checkbox"/> insufficient
expression	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> intermediate	<input type="checkbox"/> passable	<input type="checkbox"/> insufficient
WRITTEN FRENCH					
comprehension	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> intermediate	<input type="checkbox"/> passable	<input type="checkbox"/> insufficient
writing	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> intermediate	<input type="checkbox"/> passable	<input type="checkbox"/> insufficient

Qualification(s) and certificates obtained in French (indicate year obtained)

Alliance Française de Paris	<input type="checkbox"/> DS (higher diploma)	<input type="checkbox"/> DL (language diploma)	<input type="checkbox"/> other
National education	<input type="checkbox"/> DELF (diploma of French language studies)	<input type="checkbox"/> DALF (advanced diploma in French language)	<input type="checkbox"/> other
CCIP (Paris Chamber of Commerce and Industry)	<input type="checkbox"/> DFA1 (French departments of America)	<input type="checkbox"/> DFA2 (French departments of America)	<input type="checkbox"/> other
Other			

Overall assessment	<p><i>Does the candidate feel able to participate actively and effectively in French in sessions relating to information, discussion, work and interviews?</i></p>		
Person responsible for assessment (name, post)			
Assessment carried out	<i>Dated</i>	<i>Drawn up in</i>	

This document must be completed and endorsed by the competent authority.



2019 CULTURAL TRIPS

OPINION OF THE FRENCH CULTURAL DEPARTMENT CONCERNING THE APPLICATION

22 February 2019 - deadline for receipt of applications in Paris

Candidate

SURNAME	First name
Country	

French cultural department submitting the application

Full local address	
Person handling the file	
Post	
Direct e-mail	
Telephone (direct line)	(country prefix) (city prefix) (telephone)
Fax (essential)	(country prefix) (city prefix) (telephone)

Summary of files submitted	Number
performing arts	code SV
visual arts and design	code AVD
building heritage and architectural quality	code Pat
books	code LV
cultural and creative industries	code ICC
Total number of applications submitted	
Priority of the application (relative to all the files submitted)	/



2019 CULTURAL TRIPS

Candidate

SURNAME First name

Country

Opinion on application

Observations

Date / Stamp

The files should be sent by e-mail to contact-international@culture.gouv.fr