

## OPEN POSITION

# CDI - International Project Manager / Consultant M/F

### MEMORIST OVERVIEW

MEMORIST is a unique centre of expertise, born from the alliance of several high value-added know-how, held by leading French brands in the preservation, restoration, digitisation and transmission of heritage: Arkhênum, Art Graphique & Patrimoine, La Reliure du Limousin, TRIBVN Imaging and Vectracom.

Its 300 experts deploy their know-how, in France and abroad, to support museums, public institutions, private companies and NGOs.

The combination of artisanal techniques and innovative technologies carried by human talents makes it possible to implement tailor-made solutions and large-scale projects.

### PRESENTATION OF THE HISTORICAL ENGINEERING CENTRE

MEMORIST's Historical Engineering Department specialises in the conservation and enhancement of heritage collections.

The team is now made up of 25 members (archivists, historians, project managers, technical referents, production managers, director). We work on large-scale projects (collections projects, archival projects, ten-year audits) for national and international institutions, as well as for the largest private houses.

### YOUR MISSION

As part of the strong development of our international activity, we are looking for an archives project manager / consultant to work on the international projects of the division, strengthen the management team and carry out missions abroad.

Within the department, you work with the director. You will work on cross-functional and structuring projects in collaboration with the other project managers in place.

[www.thememorist.com](http://www.thememorist.com)

**Preserving and sharing Cultural Heritage**

Tel: +33 5 57 02 10 65 | Mail: [contact@thememorist.com](mailto:contact@thememorist.com) 7 rue Joseph Bonnet, CS 22075 - F-33072 Bordeaux CEDEX

You respond to international consultations and calls for tenders, you carry out consulting, auditing and scoping missions for large-scale archival projects, for public and private institutions, in Europe and the rest of the world.

You will be responsible for the management, control and follow-up of projects at our customers' sites in *situ*, and on our premises, in transversality with MEMORIST's various activities and particularly with the international digitization department. You carry out your missions according to the project objectives, in compliance with the deadlines and budgets.

#### MAIN ACTIVITIES

- Responses to public calls for tenders and consultations;
- Carrying out audits, study and advisory missions (in archives, management of collections, preventive conservation, valorization, DAM tools, implementation of heritage policy, etc.);
- Recruitment abroad if necessary
- Training missions for local teams, transfer of skills;
- Supervision of archival missions;
- Realization and maintenance of schedules;
- Production of project monitoring documents;
- General project monitoring;
- Customer relationship management;
- Budgeting;
- Client interface and facilitation of client project meetings.

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#### SPECIFICS OF THE POSITION

**Regular international travel to be expected** (fully paid).

Job creation, transversality to be planned with the different entities of MEMORIST.

#### PROFILE

Training in archival science, or in the management of cultural policies. You also have a background in professional training (cultural project management, mediation, digital media, etc.).

Bilingual English is mandatory, a second modern language would be a plus.

Flexibility, curiosity, appetite for international cultural policy and the issues of preventive conservation of collections within public and private cultural institutions.

Dynamism, motivation, versatility, organization, logical sense and seriousness are required.

#### DETAILS:

**Position to be filled from September 2025.**

**Remuneration:** between 35k and 40k per year depending on profile. Reimbursement of 50% of the ticket, and TR.

**Type of contract :** permanent contract, executive.

**Place of work :** Châtillon (92), regular travel.

#### APPLICATIONS:

To apply, send a short cover letter and Curriculum Vitae to the following email address:

[contact@thememorist.com](mailto:contact@thememorist.com) With the subject line "**CANDIDATURE\_PROJET\_INTERN\_2025**"

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