

LUCI Association
is recruiting a:

PROGRAMME MANAGER
- in charge of Network and Events -

On a long-term contract (CDI)

Background information

Since 2002, LUCI (Lighting Urban Community International, not-for-profit association) brings together cities that sustainably use light as a tool for social, cultural and economic development. LUCI brings together close to 70 cities and 50 companies worldwide. Cities are joined by associated members from the urban lighting ecosystem including the lighting industry, design agencies, light artists and light festival organisers, research institutes and more.

Lighting is an essential asset for cities to remain inclusive and accessible, safe and attractive after dark. It's also a precious public good to be used with care at the right time and at the right level. As cities face climate change and other major challenges, including new patterns of work, leisure and mobility propelled by growing urbanisation and evolving technologies, the uses of public space are altered, especially at night.

Together in LUCI, through meetings, knowledge exchange, cooperation and advocacy, there is an unprecedented opportunity to better light our cities and improve the quality of life at night.

More information: www.luciasociation.org

Job Description

LUCI is recruiting a Programme Manager, under the supervision of the General Director, in close conjunction with all the LUCI team. This is 360-degree role covering various aspects within the LUCI network, specifically via membership stewardship and development and events management.

Your main tasks, in collaboration with the LUCI team, will include:

1. Stewardship and Development of the LUCI Network

- ✓ Manage network relations from A to Z: ensuring LUCI members' involvement and engagement within the network, including management of membership fees;
- ✓ Provide network stewardship by keeping in contact with members, ensure expectations are being met, connect members and facilitate exchanges;
- ✓ Support network development through prospect research, contact and follow ups;
- ✓ Manage onboarding and training of new members;
- ✓ Manage and maintain the network contact database;
- ✓ Coordinate one or several LUCI thematic working groups;
- ✓ Contribute to sourcing and capitalizing content through regular follow ups with members.

2. Contribute to Shape and Manage LUCI Events

- ✓ In close cooperation with the LUCI Events Manager, support the development of some of LUCI's key international events;
- ✓ Support all aspects of coordination and logistics before and during the event (from A-to-Z planning and coordination: programme curation, sourcing and confirming sponsors and speakers, managing hotel reservations, stewardship of participants, in-person and online technical logistics etc);
- ✓ Coordinate LUCI's participation in other events, trade fairs and conferences;

3. Capitalisation and Cooperation

- ✓ Participate in Knowledge exchange and capitalization activities of the LUCI network (Publications, Digital exchange platform);
- ✓ Participate in Cooperation projects as needed (European or cooperation agency projects).

Profile

Experience and knowledge

- Master's degree or equivalent in a relevant field of study is required (political science, urban studies, urban planning, architecture...);
- No prior knowledge of urban lighting is required but knowledge of issues related to urban public policies is a strong asset. Being able to demonstrate an appetite for landscape, urban design, infrastructure management, smart cities, nightlife studies, etc. is a plus;
- At least 2 years of experience in managing an international network or membership organisation is strongly recommended;
- Experience in managing events (from training sessions, site visits, working groups or labs, to large international conferences) is strongly recommended;
- Experience working in a network of local authorities at a national, European or international level is a plus;

Skills

- High level of proficiency and fluency in English and French;
- Strong interpersonal skills with a high sense of diplomacy and cultural awareness;
- Excellent written and oral communication skills;
- Strong command of standard IT tools, membership tools, and online digital sharing platforms;
- Command of communication tools such as CRMs, WordPress, Canva, Mailchimp, etc is a plus;

Attitude

- Highly motivated and open-minded, ready to contribute to a multicultural work environment;
- Solutions-oriented, organisational capacities, including the ability to manage multiple tasks and projects and prioritise;
- Ability to work both independently with a high level of autonomy and cooperatively as part of a team;
- Ability to handle stress and pressure during lead-up to events;
- Willingness and flexibility to travel and work on a varying schedule;
- Team spirit, capacity to take initiatives, solution oriented;

Benefits and terms for employment:

- The post is based at LUCI's head office in Lyon, France;
- The selected candidate will be employed under French law (association Loi 1901), the full time, long term (CDI) contract includes a probation period;
- The selected candidate will be offered a gross annual salary starting at 30K€ depending on qualifications and experience;
- Lunch vouchers, partial travel reimbursement and health insurance are included.

Other benefits include:

- Training opportunities;
- A dynamic international team;
- A pleasant working environment;
- Part-time teleworking is possible;

Work with LUCI should start in **January 2025 or as soon as possible**

General information for applicants

- To apply, it is mandatory to send :
 - **cover letter**
 - **CV**
 - **list of references**
- **Application must be in English only** addressed to Ms Fatiha El Moudni, President of LUCI, by email, using recruitment@luciasociation.org only;
- please include:
 - indication of possible start date
 - indication of permission to work in France, if nationality is outside EU.
- **Application deadline: 5 January 2025 midnight CEST**; any application sent after this deadline will not be taken into account;
- Kindly note that applications are reviewed continuously upon arrival, **therefore submitting your application as soon as possible is advisable**;
- In order to support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content prior to the interview;
- Shortlisted candidates only will be contacted;
- Phone calls will not be accepted.

LUCI is an equal opportunity employer that is committed to diversity and inclusion in the workplace. For data protection information read our disclaimer and privacy policy on our [website](#).