

MONICA JAC (GRIGORE)

PROFESSIONAL EXPERIENCE

Program Manager – FFCR (Federation of Romanian Community Foundations)

June 2022 – Present

- Coordinator of the Technical Assistance national program - coordinates all activities included, follows the evolution of the processes, and supports the members in all their needs (organizing activities, coordinating the program's team, allocating resources, project monitoring and reporting).
- Planning and developing new partnerships and collaborations.

Senior Arts Project Manager - British Council Romania

April 2016 – June 2022

- Organizing and coordinating of all the cultural projects and activities carried out by British Council Romania with all the steps involved: Managing proposals & planning activities; partners & artists relationship management; strategy planning; research for new activities; logistic activities & ensuring artist mobility; budget management; financial, contracting & evaluation procedures
- Project management & implementation for more complex projects such as - **British Documentary programme, Shakespeare Year, 80 Years Anniversary, UK Guest of Honour @ Bookfest Book Fair, Diversity Week & regional strategical programmes**
- Working on the *UK/Germany 2018 season* programme (June 2018 Germany office)

PR Coordinator & Administrative Assistant - Da'DeCe NGO

August 2014 – April 2022

- PR Coordinator and Administrative assistant for different projects: *DaDeCe Calea Victoriei* (ARCUB – You are Bucharest 2015), as well as for national projects - *Îmi place/Nu-mi place... prin artă, Da'DeCe (nu) îmi iubesc țara?, Patrimoniul copiilor, Utopica prin artă* and *InHerit* (AFCN winning projects); administrative assistant for **Unprepared Hearts**, cultural programme co-funded by the EU (Creative Europe)
- Comms for the NGO' programs, partners & media management, social media activities, press monitoring; Volunteers coordinator

Project Coordinator for the General Directorate of Foreign Romanian Cultural Institutes The Romanian Cultural Institute (RCI)

April 2012 – January 2014

- Coordination of all the cultural projects organized by RCI Warsaw and RCI Wien: Activity proposals, logistic operations, partnerships management, ensuring artists mobility, financial and evaluation activities
- Coordinator (for the RCI) of the European project **Childhood. Remains and Heritage** (implementation, logistics, finance, evaluation)

PR Officer - Atelierul de grafică (The Graphic Studio)

October 2010 – March 2011

- Editorial activities, distribution management, book launches and Comms activities for the book *Graphics without computer. 40 years of modest achievements*
- Content management and comms for the online platform Graphic Front - partnerships, collaborations, related events (both nationally and internationally)

Artistic Project Manager

Watumi Festival & Fringe - ASPA (The Association for Supporting and Promoting of Artists)

November 2009 – July 2010

- Relationship management for cultural centres & Embassies (project presentation, implementation, budget management) & Artists' database management

PR & Events Coordinator - Cărturești Bookstores

October 2007 – March 2009

- Strategy planning, managing proposals, maintaining the relationship with collaborators, media, suppliers, and other institutions; PR, branding activities & research and media monitoring; events implementation & evaluation.

Customer Service Representative - Vodafone România

September 2006 – March 2007

- Managing the relationship with clients, informing them about the company's services.

PROJECT-BASED COLLABORATIONS

- April 2018 – Present - **Freelance Translator for an online ticketing platform** (UK)
 - 2008 – 2018, **Street Delivery & Train Delivery** (2013 – 2014) **Organizer** – involved in all levels of organization - concept, strategy, applications & participants management (working with NGOs and civil society), comms, project fundraising & grant management, volunteers' management, event evaluation & grant reporting
 - 2016 - **Urban INC Collaborator** for the **Urban Talks** project – organizing, comms and community outreach activities
 - 2015 - **Training Coordinator - National Institute for Cultural Research and Training**
 - 2014 –2015 – collaboration for the study **Women make a step forward (POSDRU)**
 - 2014, 2015 - **Collaboration with ARCUB** (Cultural Centre of Bucharest Municipality) – **B-fit in the street** International Festival of street theatre; **Cișmigiul Copiilor** project
 - 2014 - **Creative Business Cup Romania Coordinator (Creative Seeds Association)** - strategy, research activities, organizing CBC launch event, CBC website maintenance
 - 2009 – 2013, **Alizee Cultural Association and SCBWI Romania (Society of Children's Book Writers and Illustrators) Collaborator** - organization and promotion activities for 2 international illustration exhibitions; drawing and Japanese calligraphy workshops; Introductory Workshop for Stop Motion Technique in Animation
 - 2011 – 2012, Volunteer on research activities (interviews, photography etc.), organizing the exhibitions included in the project **Childhood. Remains and Heritage**
 - 2006 – 2010, Member of **PRIME Romania** (European Association of Students in Public Relations and Communication) – Organizing **PR Tea** (debates on PR & comms subjects)
-

COURSES / INTERNSHIPS

- November 2022 – **Impact Academy**, organized by Ashoka Romania
 - 2022 – **Advanced Project Management & Digital Readiness and Drivers / Digital Business Models / Engaging Digital Customers**, online courses by Ashridge Executive Education, Hult International Business School
 - 2021 - **Discovering Corporate Social Responsibility (CSR) & CSR Reporting and Communication**, online courses by UCLouvain
 - 2020 - **Managing Responsibly: Practicing Sustainability, Responsibility and Ethics**, online course by the University of Manchester
 - 2020 - **The Cycle: Management of Successful Arts and Cultural Organizations**, online course by DeVos Institute of Arts Management at the University of Maryland
 - October 2017 – March 2018 – **Lead Digital** online course by Avado Learning, UK
 - 2014, **Graphic Design Toolkit for Curators and Cultural Producers** online course, organized by Node Centre for Curatorial Studies, Berlin
 - 2012, 2013 - **Entrepreneurship in Creative Industries Course & Project Manager Course** accredited by ANC, Ministry of Education and Ministry of Work
 - 2011, **Internship at CRCC (Centre for Research and Consulting on Culture)** - strategy outline for promoting CRCC; participatory observation in the MTR audience study
 - 2010, Internship in the Communication Department of **The Bucharest National Theatre**, through the programme Communicators for the Civil Society
 - 2010, **Mélopée #7 - International training in cultural management**, AMUNI and L'échangeur, France
 - 2010, **Oki Noi – interactive workshop of cinematographic and visual culture** (Viorica Bucur and Mădălina Roșca, Make a Point Association)
 - 2009, **PR Beat Prime Congress & Golden Drum PR Premiere** conferences, Slovenia
 - 2007, **Communication Olympics**, finalist in the Public Relations section
-

EDUCATION

2009 – 2011, **Master in Cultural Anthropology** (within SNSPA, Bucharest)

2005 – 2008, **Faculty of Communication and Public Relations** (within SNSPA, Bucharest)

FOREIGN LANGUAGES

- **English** - Advanced Level
 - **Spanish** – Medium Level – A 2.2 (currently taking classes at the Cervantes Institute)
 - **French** – Medium Level
-

SOCIAL AND MANAGEMENT SKILLS

- Good communication skills, analytical thinking, patience, attention to detail, team spirit, flexibility, efficiency, negotiation skills, project management abilities
-