

European Spaces of Culture intern

Job title: **European Spaces of Culture intern (100% - 38 hours)**

Location: EUNIC office, Brussels, Belgium – currently working remotely

Duration of the post: May – September 2021 (6 months), starting immediately

Status: This internship is offered via the legal framework of 'convention d'immersion professionnelle'

About EUNIC

EUNIC – European Union National Institutes for Culture – is the European network of organisations engaging in cultural relations. Together with our partners, we bring to life European cultural collaboration in more than 90 countries worldwide with a network of 125 clusters, drawing on the broad experience of our members from all EU Member States and associate countries.

EUNIC advocates a prominent role of culture in international relations and is a strategic partner of the EU, actively involved in the further definition of European cultural policy. EUNIC is a platform for knowledge sharing and for capacity building amongst its members and partners.

The EUNIC office is the secretariat of the EUNIC network, based in Brussels. The secretariat supports EUNIC members in the delivery of collaborative work worldwide, advocates for European cultural relations, and facilitates knowledge sharing and capacity building between the people of the network. The office was established in 2012.

European Spaces of Culture is testing innovative collaboration models in cultural relations between European and local partner organisations in countries outside the EU. At the heart of the project lies a new spirit of dialogue, in which equality, mutual listening and learning represent the core values that help build trust and understanding between peoples. As a Preparatory Action, it was initiated by the European Parliament. The European Commission attributed the project to EUNIC. By gathering policy recommendations, the project contributes to the EU strategy for international cultural relations. The project is currently ending its first phase, with the second phase having started in January 2021.

Purpose of the job

- To contribute to implementation of the EU-funded Preparatory Action European Spaces of Culture in line with the contract's stipulations and timeline
- To contribute to the delivery of EUNIC's vision and strategy by supporting EUNIC communications and events.

The internship allows for a great degree of independence and autonomy. We are a young, international team of six colleagues focusing on managing our network of cultural institutes with a global reach. We seek to find a confident colleague who is looking for a hands-on learning experience. Besides assisting in European Spaces of Culture and communications, contributing to other aspects of our work is also possible.

Responsibilities and main duties

- Assisting in the organisation of the European Spaces of Culture public conference on 1 June



- Assisting in delivery of results of Phase 1 of the Preparatory Action
- Assisting in the implementation of the Call for Ideas for innovative collaboration models of European Spaces of Culture (elaboration of guidelines and templates, responses to queries, processing of proposals and preparation of the selection, preparation of Creative Labs, preparation of contracts, review of documentation on pilot projects, etc.)
- Contributing to the implementation of the communication strategy of the project (preparation of texts for online and offline material, maintaining the website, etc.)
- Supporting in the preparation of the project's activity reports
- Support developing and implementing EUNIC's communications strategy, including via tools such as website, newsletter, mailing lists, social media channels (currently Twitter, Facebook, Instagram, YouTube and LinkedIn), and others
- Develop new communications content, including photo, video and audio content
- To undertake any other responsibilities and duties as required by the EUNIC Director

Experience and requirements

- University graduate with a background in European affairs, cultural policy, international relations
- Experience in communications, media and creating PR content, managing websites and social media channels; excellent knowledge of relevant software and tools
- Interest in working in an international environment and in culture, learning about EUNIC and European cultural relations
- Good communication and interpersonal skills as well as excellent writing and editing skills in English (C2) and ideally in one other EU language
- Team spirit, resilience, autonomy

Accountability

The holder of the post reports to the EUNIC Director and works in close collaboration with all colleagues in the EUNIC office, especially with the European Spaces of Culture Project Manager.

Other important features or requirements of the job

The post holder will be based in Brussels and will – when allowed – work from the EUNIC office located at Rue Ravenstein 18, 1000 Brussels (opposite BOZAR). Currently the EUNIC office adheres to home office.

The post holder is expected to work 38 hours per week. Hours and working days can be flexible within the legal framework.

Remuneration

The post holder is remunerated with 1000 euros per month as well as monthly Sodexo lunch vouchers.

How to apply

Please send your **letter of motivation** with your **CV and the subject line “EUNIC European Spaces of Culture Intern”** to jobs@eunicglobal.eu by **2 May 2021**.

Video interviews will take place on 4 and 5 May.

For questions, please contact admin@eunicglobal.eu.

