EUNIC Brussels

INTERNSHIP

The Brussels cluster of the European Union National Institutes for Culture, EUNIC Brussels, is looking for a trainee to its cluster of 28 members in order to accomplish administrative, organisational and communication tasks. The location of the internship is at the Istituto Italiano di Cultura, which currently holds the Presidency of the cluster (Rue de Livourne 38, 1000 Bruxelles). We are looking for candidates who are consciously preparing for their future career and interested in the field of international relations and cultural diplomacy.

Period: 5 months
Start date: 1st February 2024
Application deadline: 15th January 2024
Related fields: communication, international studies, cultural management, event organization, any other relevant field
Education level: bachelor and/or masters (mid or completed studies)
Language: English
Places: 1 person
Location of the internship: Brussels
Working hours: 30 hours/week, flexible agenda
Housing allowance: 500 euros/month

What we expect:

- Excellent knowledge of English both spoken and written (French knowledge is seen as an asset)
- Basic computing skills
- Commitment to culture and working in a group
- Good communication skills both spoken and written
- Social media skills (Facebook, Twitter, Instagram etc.)
- Creativity, problem solving skills
- Good management skills and work independently

What we offer:

- An insight into the work of an international network

- Development in communication skills
- International networking opportunities
- An insight into the bilateral and multilateral diplomacy in Brussels

Tasks:

- Organisation of meetings
- Meeting arrangements (invitation of participants, agenda setting, writing protocols and notes)
- Coordination of the projects of EUNIC Brussels and participation in the meetings of working groups
- Participation in events of EUNIC Brussels
- Follow-up of projects
- Maintaining relations with members of the cluster (other cultural institutions)
- Communication with EUNIC Global
- Updating newsletters
- Social media communication (Facebook, Twitter, Instagram)
- Facilitating the internal communication of the cluster

How to apply:

For this position, we ask for your **anonymous applications**. Please send your CV with a cover letter in English to iic.bruxelles@esteri.it and eunicinbrussels@gmail.com, omitting the following information: name, gender, age, and nationality. Please do not include photographs with your application.

Application deadline: 15th January 2024

The Cultural and Scientific Department of the Embassy of Spain in Belgium aims to develop and intensify cultural and scientific cooperation between Belgium and Spain, promoting mutual knowledge and fostering collaboration and the development of dynamic networks between professionals and institutions of both countries. Special priority is given to Spanish avant-garde artistic expressions, to the development of cultural industries and to the dissemination of Spanish science, innovation and technology in Belgium.

EUNIC
EU National Institutes for Culture
Brussels

ISTITUTO italiano DI CULTURA BRUXELLES