



ENCATC praxis

A monthly e-magazine on art & culture internships + skills & training + community + career tips

Build up your career goals!

Get your CV to the top with recognised international experience



ISSUE N°88

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ENCATC supports the UN's International Youth Day



Dear ENCATC followers,

This is a very special issue of our PRAXIS e-magazine. Usually reserved for students studying cultural management and cultural policy at ENCATC member institutions, we wanted to share this issue with the wider public as our contribution to support the UN's International Youth Day initiative.

The theme of [International Youth Day 2017](#) is "[Youth Building Peace](#)". The 2030 Agenda for Sustainable Development is committed to fostering peaceful and inclusive societies and affirmed that "*sustainable development cannot be realized without peace and security*". Goal 16 also aims to ensure responsive, inclusive, participatory and representative decision-making at all levels. In addition, the World Programme of Action for Youth, which provides a policy framework and practical guidelines to improve the situation of young people, also encourages "*promoting [the] active involvement of youth in maintaining peace and security*".

According to the UN's statement for this year's International Youth Day, "*young people's inclusion in the peace and security agenda and in society more broadly, is key to building and sustaining peace. The process of social inclusion for youth, including participation in decision-making as well as access to quality education, health care and basic services promotes their role as active contributors to society and affords young people with opportunities to reach their potential and achieve their goals. When youth are excluded from political, economic and social*

spheres and processes, it can be a risk factor for violence and violent forms of conflict. Therefore, identifying and addressing the social exclusion of young people is a precondition for sustaining peace".

I would add to this the active participation of youth in culture. Culture has long been recognized for its important role in fostering mutual understanding, tolerance, social inclusion, and community building. Going even further, by young people taking an active role in the management of our heritage, arts, and cultural organisations, they are ensuring the cultural sector is strong and sustainable and can continue to be part of building peaceful and cooperative societies. Being open to other cultures to foster mutual understanding is also crucial which is why ENCATC strongly believes in supporting student mobility to gain international professional experience in different countries and cultural contexts.

The PRAXIS e-magazine was launched in 2008 to help students access such opportunities more easily and get a jumpstart on their careers in cultural management. I am very proud to say that since its launch, PRAXIS has shared 1,036 internship opportunities in the cultural sector in 65 countries around the world. I hope you will enjoy this issue that includes another 18 opportunities in 14 countries!

Yours sincerely,
GiannaLia Cogliandro Beyens
ENCATC Secretary General

DID YOU KNOW?

The benefits of an ENCATC internship

Are you looking for an internship in the cultural networking sector? Read on to find out about all the benefits of an internship with ENCATC!



ENCATC recognises that on-the-job experience plays a key role in advancing the careers of tomorrow's cultural managers and leaders. Likewise, we know that our work benefits from the creativity and curiosity of students, recent graduates, and early career professionals who join our ranks.

Every Since ENCATC's Marie Claire Ricome Traineeship Programme was launched in 2001, we welcome and host students and recent graduates join us from across Europe and beyond. Trainees have even come from as far as Brazil, China, and the United States!

All of our trainees have gained valuable professional experience working at the European level, but did you know that what we offer is so much more than a traditional traineeship? On the next page, we invite you to learn about the programme benefits!

And if you're interested in boosting your CV with experience at Europe's leading network on cultural management and policy, see our current traineeship offer on page 17 to apply!

Leadership observation

Day-to-day participation in the network is a unique opportunity to see how a non-profit association is managed. As you will be in close contact with the Secretary General and senior staff providing both a functional overview and insight into a variety of managerial approaches.

Build a professional network

A traineeship at ENCATC means working at the European and international level. As a network with more than 120 members in over 40 countries in Europe, North and South America, and Asia you gain greater visibility. Your profile will be included in our e-magazine sent to more than 11,000 contacts and on our website visited by more than 25,000 visitors per year. Depending on the traineeship period, there is the possibility to attend ENCATC events that attract diverse international audiences, presenting excellent opportunities to grow your professional network.

Get additional training

In addition to the hands-on learning experience the traineeship provides, ENCATC trainees can take advantage of the ENCATC Breakfast initiative. These lifelong learning training sessions focus on a variety of skills to enhance professional performance, boost well-being in the workplace, and stay on top of the latest digital tools for efficient organizational and project management.

Gain cultural access

ENCATC trainees gain access to various cultural venues and events in Brussels. Discover cultural spaces, get a behind-the-scene look at major cultural institutions, and meet with local cultural professionals.

Guidance and evaluation

As part of our team, you'll receive personal guidance, constructive feedback, and input on a regular basis to help you get the most from your experience. Your supervisor is available to address any unexpected challenges, help bridge communication, or get over roadblocks. Using our evaluation grid (or that of the trainees affiliated institution or programme), trainees will understand their strengths and weaknesses and how they have improved during the traineeship. Finally, exit interviews help us to understand how we can improve the traineeship programme.



Join our ENCATC alumni network

As a trainee you are automatically part of a network of young professionals who have gone through the same experience. Our alumni of trainees are working across Europe and beyond. They are also a valuable resource as you build your professional contacts and advance in your career. ENCATC encourages trainees to stay in touch after they finish their traineeship. Visits to the office are always welcome and previous trainees can take advantage of special offers to attend our events.



Want more? [Read the interview with previous Inès De Corte](#), a recent ENCATC trainee to get an in-depth view of her experience.

Illustration created by [Freepik.com](https://www.freepik.com)

How can you be part of the future of sustainable cultural networks?

Come join us at the ENCATC Congress this September as we tackle major challenges facing cultural networks. Be part the discussions on ideas, proposals, solutions, and valuable contributions.



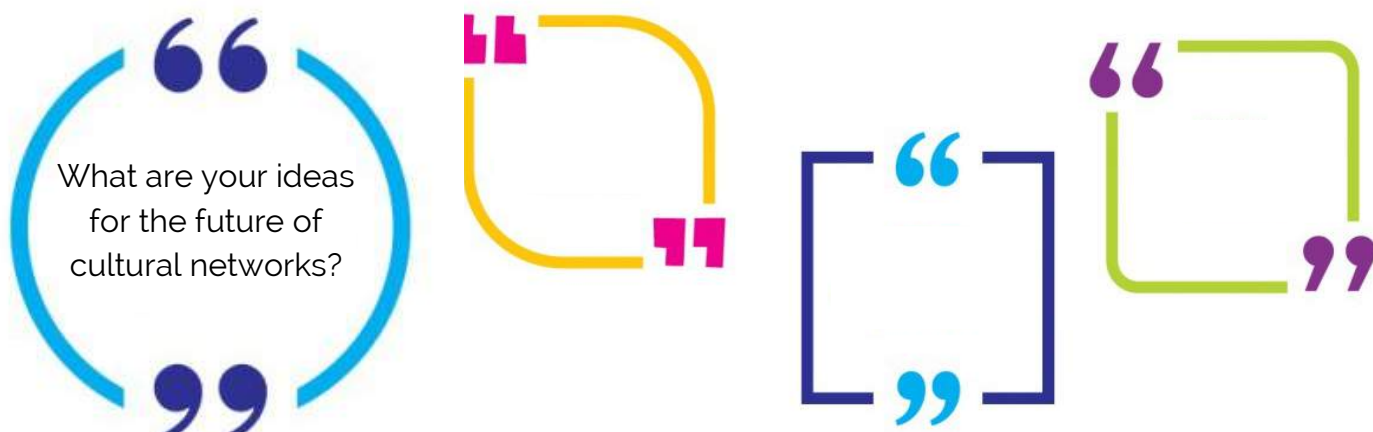
The 25th ENCATC Congress "Click, Connect and Collaborate! New directions in sustaining cultural networks" has among its ambitions to promote new ideas and proposals on the major challenges faced by cultural networks today in Europe and beyond.

Why should students be concerned about the future of cultural networks? Networks are extremely important for cultural management and cultural policy students and recent graduates. They provide opportunities outside of the classroom to expand one's horizons and establish professional contacts. Especially a network like ENCATC, students are encouraged to be active to gain the maximum benefits to boost their careers early to be more competitive in the labour market. Furthermore, research articles like "*European Cultural Cooperation Networks*" (2013) written by Malgorzata Sternal, PhD, lecturer and researcher at the Academy of Music in Krakow have show that "*members of networks keep*

saying that despite the revolution in communications, thanks to the Internet and other platforms of sharing ideas, there is nothing like a face-to-face encounter and inspiration that comes from it, and it cannot be replaced by even the most refined media, including social network sites."

With this outlook, students are strongly encouraged to attend the 25th ENCATC Congress. This is an opportunity to join esteemed speakers, cultural managers, researchers and academics from around the globe to shape the future and sustainability of cultural networks in Europe and beyond.

So how can you contribute? On 28 September, the Congress is organizing four parallel discussion groups aimed to tackle issues concerning networks. These are gatherings to learn about challenges cultural networks, but also the wide cultural sector are facing now and in the future.



What are your ideas
for the future of
cultural networks?

Governance-Leadership Discussion Group

How do cultural networks adapt and navigate changing interpretations of governance-leadership? With intercultural perspectives, experts will explore best practice, common challenges, pitfalls, and the future of leading cultural networks.

Chair: Rüdiger Klein, Secretary General, Culture Action Europe

Opening Comments: Njörður Sigurjónsson, Associate Professor, Bifrost University, Iceland and Katherine Watson, Director, European Cultural Foundation

Business Models Discussion Group

Who is re-thinking current business models for financing cultural networks? Which models go beyond financial sustainability? Experts will weigh in on innovations, traps to avoid, and outlooks for the future.

Chair: Lluís Bonet, Professor, University of Barcelona, Spain

Opening Comments: Sarah de Heusch Ribassin, Project Officer, Advocacy/Networks at SMartEU

Evaluation Discussion Group

How can a network innovate itself and remain competitive? What are the value networks create for their members, the cultural sector, and beyond? Experts will share simple immediate steps for networks to measure, monitor and evaluate their significance.

Chair: Pascale Bonniel Chalier, Chair of the ENCATC Evaluation Working Group, Consultant at Illusion&Macadam, and Teacher at University Lumière Lyon2 and National Theater School ENSATT, France

Opening Comments: Fiona Deuss-Frandi, Project Adviser, Creative Europe, Education, Audiovisual and Culture Executive Agency

Internationalisation Discussion Group

Why internationalise? Is this the way forward for networks? Are there advantages to having a network of networks? Experts will debate expansion trends, the pros and cons of networks going global, and what this all means for the internationalisation and professionalisation of members in networks.

Chair: Andrew Murray, Director, EUNIC Global
Opening Comments: Sarah Gardner, Former Executive Director of IFACCA and consultant

MORE INFORMATION



DATES OF CONGRESS:
27-30 September 2017



PLACE:
Brussels, Belgium



WORKING LANGUAGE:
English



REGISTRATION AND PROGRAMME:
<http://blogs.encatc.org/encatccongress2017/>



REGISTRATION DEADLINE:
10 September 2017



STUDENT RATE:
€100 to attend the Congress



UPDATES:
Follow us on [Facebook](#) and [Twitter](#)

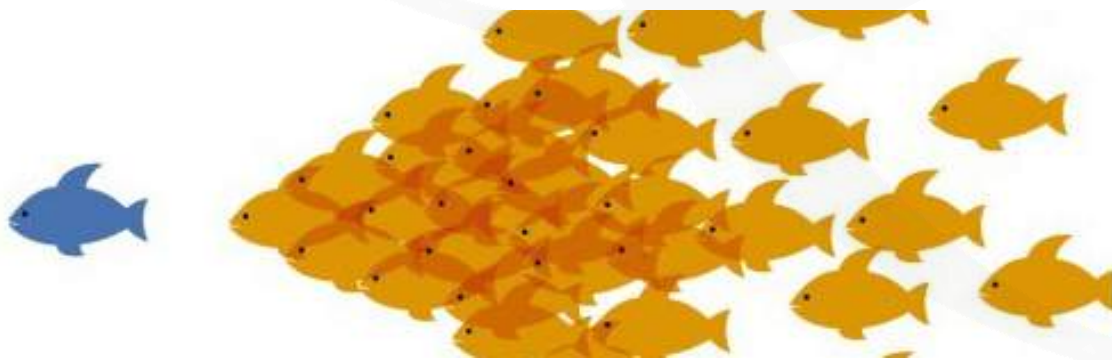


SOCIAL MEDIA:
#encatc2017

SKILLS & TRAINING

Get ahead in the labour market by adding some new skills to your CV!

Increase your skills and knowledge beyond the classroom with these trainings and events in this month's issue of PRAXIS!



European Challenges Summer School Solvay, Brussels, 18-26 August 2017

This Summer School features classes, trips, and activities designed to give students opportunities to learn about the business challenges across the European Union.

Participants will be attending lectures given by internationally recognised professors and researchers from different backgrounds, while getting a taste of

what the Solvay Brussels School of Economics and Management is all about.

This summer institute offers the best opportunity to visit the capital of Europe and learn a bit more about the Belgian culture. You will be guided by the local students who will show you the must-see places of Brussels.

IMPORTANT INFORMATION



DEADLINE TO APPLY:
Not Specified



FIELD:
International Relations



PLACE:
Brussels, Belgium



WEBSITE TO BOOK:
<http://www.solvay.edu/programme-and-courses>



LANGUAGE(S):
English



Fee:
€990



PERIOD:
18-26 August 2017



CONTACT:
summer-courses@udk-berlin.de



Festival Production Management Training

Antwerp, Belgium, 17-20 January 2018

The Festival Academy (an initiative of the European Festivals Association - EFA) would like to give emerging festival managers more time to get selected and take part in its upcoming training programmes. The training programme is specifically designed for festival production managers. It focuses on realising and implementing the mission of the festival and the artistic vision in practice: planning,

implementation, organisation, coordination and follow-up. Each individual's training cycle consists of three modules: a four-day workshop with experienced speakers, a one-week hands-on placement at a host festival, and a three-day concluding session. It is necessary to complete Module I in order to attend Modules II and III.

IMPORTANT INFORMATION



DEADLINE TO BOOK:
15 September



FIELD:
Festival Production Management



PLACE:
Antwerp, Belgium



WEBSITE:
<https://www.thefestivalacademy.eu/en/news/1692-training-opportunities-2018-apply-by-15-september/>



LANGUAGE(S):
English



TICKETS:
Non EFA members: €1350
EFA Members: €1100



DATE:
17-20 January 2018



CONTACT:
info@TheFestivalAcademy.eu



Atelier for Young Festival Managers

Johannesburg, South Africa, 23 -29 March 2018

The Festival Academy, in partnership with the Market Theatre Foundation and the University of Witwatersrand's School of Arts, welcomes applications for the 13th Atelier for Young Festival Managers. 45 participants will be selected for the 7-day training programme during which they will

discuss various aspects of festival management with up to ten renowned festival managers from pioneering festivals and outstanding art centres and institutes from all over the world. More information on the programme can be found on the website of The Festival Academy.

IMPORTANT INFORMATION



DEADLINE TO APPLY:
Extended to 15 September 2017



FIELD:
Festival Management



PLACE:
Johannesburg, South Africa



WEBSITE TO APPLY:
<https://www.thefestivalacademy.eu/en/training/production-management/module-i-antwerp-2018/application/>



LANGUAGE(S):
English



FEE:
No fee if you participated to Module I



PERIOD:
23-29 March 2018



CONTACT:
info@TheFestivalAcademy.eu



Cultural Heritage and the city Online Course



Today cities are creating their own heritage through museums, galleries, markets of artistic goods, and urban networks.

Cities project themselves as cultural hubs representing and connecting entire regions. This online course organised by European University Institute will explore exactly what is meant by urban cultural heritage and key concepts related to it.

This course is for anyone interested in cultural heritage and cities, but it might be of particular interest to students of archaeology, sociology, and related subjects; urban practitioners like planners and community activists; or cultural heritage professionals like those working in tourism.

IMPORTANT INFORMATION



DEADLINE TO REGISTER:
Not yet specified.



FIELD:
Cultural Heritage



PLACE:
Online course



WEBSITE TO REGISTER:
<https://www.futurelearn.com/courses/cultural-heritage-cities/1/welcome>



LANGUAGE(S):
English



FEE:
Free



DATE:
4 September 2017



CONTACT:
<https://about.futurelearn.com/about/contact-us>

ENCATC IS NOT RESPONSIBLE FOR ANY CHANGES TO DATES, DEADLINES, ETC.
IT IS ALWAYS ADVISED TO CONTACT THE INTERNSHIP HOST ORGANISATION DIRECTLY.

COMMUNITY

Join the European Cultural Parliament Youth Network!

Are you interested in boosting the value of the Art and Culture and giving youth a voice? Then you should consider joining the European Cultural Parliament Youth Network!



The ECP YN is a network for cultural practitioners across geographical Europe between the ages of 20 and 35. It was created within the European Cultural Parliament in 2010, but has its own legal body since November 2013.

Why should you join the ECP YN?

- Access a local & Pan-European network of students and professionals.
- Digitally meet colleagues from all over the European continent.
- Participate & contribute to meetings, workshops and other events.
- Gain peer support and space for project development.
- Co-create Pan-European case studies, surveys and research on relevant and important topics- the main goal is advocacy.
- Profit from the mentoring scheme/ synergies created with established European Cultural Parliament members.

- Increase the chance of getting your voice heard by decision makers and politicians.

Criteria for joining:

- Open for students, young professionals, et cetera
- Recommended age: 20-35
- Fluent in English (additional languages a plus)
- Interested in Intercultural Exchange and Pan European Integration
- Showing commitment and spend one weekly working hour on the networks joint activities
- Motivation to practically participate in art and culture related activities and being able to demonstrate this

Find out how to contact your national YN or start your own via the link below!



<http://www.kulturparlament.com/about-ecp-yn/projectsnews/call-for-members/>

CAREER TIPS

Breaking into performing arts management

Recently ENCATC had the pleasure to ask Sietske de Vries about her experiences as a young cultural mentor and theatre manager. Read on to learn more about her latest international theatre project, the challenges she encounters, and how she deals with them.



ENCATC: What is the story behind Teatro di Nascosto and why did you want to be involved with the project?

Sietske de Vries: Teatro di Nascosto or "Hidden theatre" was started by director Annet Henneman. For more than 18 years she and her international group of actors have told the real-life stories of people who live under oppression, occupation and war. The actors come amongst others from Iraq, Egypt, Palestine, Denmark, England, Kurdistan, Ukraine, Lebanon, Italy and Germany. Next to that, Teatro di Nascosto works on a website and live radio broadcasts. The website is still under construction but it should become a kind of home: a place you like to go to and where you can meet other people through their movies, poems, texts and critical reflections on what it is like to live under the consequences of war.

Annet Henneman also gives workshops about theatre reportage, the method she developed over the years and that lies at the heart of her work. During these workshops you experience how Annet combines

theatre and journalism in order to be able to tell, as truthful and authentic as possible, the stories of people that are normally not voiced or heard. I learned from Annet during workshops in Antwerp and last January I organized a showing of her monologue "Somud u Ahlam" (Resistance and Dreams). Since Annet's approach to theatre is different from what I was used to, I got interested in her work. Also, her open way of working, both in theatre but also as a person, appealed to me. That's why I said "yes" when Annet asked me to organize her tour for her monologue through the Netherlands and Belgium.

ENCATC: How did you manage to get the start-up funds for this project?

Sietske de Vries: In a way, the website is still in its start-up phase. We're trying to create and collect more material, but that takes time. Meanwhile, there is no funding from governments or other funds, due to the highly politically charged materials. For instance, Italy



does not support the project cause it doesn't want to endanger their relations with Iran and Iraq. However, the more Annet performs the more money we get, of course. Also, she collaborates with organizations in Iraq for instance. Next to that we're working on an informal fundraising and this august a special theatre reportage workshop takes place in Volterra, the place where Annet lives. We're trying to create different projects that might produce money in the end.

ENCATC: Can you give us some background into your educational and professional experience that has led to where you are today?

Sietske de Vries: I always wanted to work in the theatre, but when I was 18 I didn't know how to make that happen. Therefore, I started out with a liberal arts program called social-economics at Antwerp University. You could say that I thus postponed my decision. After three years, though, I realized I had to change my path and theatre studies at Utrecht University became my new focus. This study helped me to find my way into the field of theatre and has especially helped me to find words for what I have found intriguing about theatre since I was 10 years old. Furthermore, I started to participate quite actively in theatre projects for instance as actress, dramaturg or production-assistant. It taught me to not only think about theatre, but also to experience its different aspects.

ENCATC: What skills or personal attributes do you think you have that help you to run your theatre projects?

Sietske de Vries: Being independent is one of the main attributes that help me to do my job. Annet lives in Italy, so much of the organizing takes place without actually seeing her. Although we do talk on Skype, it is partly depending on my work thereafter that her tour will be arranged. I am trying to balance between working on my own and yet being conscious about

the fact that I am part of a team. Next to that, being flexible and reliable are two characteristics that make this kind of work not only easier but also more 'free'. I know I can trust Annet and vice versa. That makes this work more a collaboration than a classical 'employer-employee' situation.

ENCATC: What is innovative about this project that makes it different from other theatre projects?

Sietske de Vries: For me, Teatro di Nascosto is of interest because of the combination between theatre and journalism. Especially in times when there is a discussion about 'fake news', Annet and her actors provide a countermovement, since they work with true and authentic stories in a very sincere way. Furthermore, Annet is not interested in short-time collaborations with people who live under these hard conditions. As often as possible she travels to the Middle-East to visit the people she knows. This dedication creates a richness in the work; a richness we would like to share through our website as well.

ENCATC: What have been the most difficult challenges you have encountered in the project so far? How are you working to overcome them?

Sietske de Vries: When selling a performance, you have to make sure that people feel the urgency to program Annet's solo. That takes time, since the monologue has been created outside the regular theatre circuit in the Netherlands and Belgium. Nonetheless, we're looking for partners to work together with. For instance, thanks to our collaboration with Collectief Theater Hart and Theater Oogst, Annet could already show her monologue a few times. It is through these showings that other people, programmers, get interested too and that is how the word spreads. Having faith in the fact that it takes time is the best motivation to continue with organizing performances.

ENCATC: Are there any specific challenges that arise from working on a project in different countries? How do you deal with these challenges?

Sietske de Vries: Having no access to internet and electricity is a problem from time to time. The website team for instance consists not only of me and my colleague Alex, but also of Fida from Palestine and Tammam from Iraq. Whenever they have no electricity or internet, we cannot reach each other, or only for a very short amount of time. This applies for the live radio broadcasts as well. Doing that demands a lot of flexibility, since you can never be absolutely sure that everyone who is part of the broadcast is going to be there. Luckily, last May we were part of a conference organized by Annet in Volterra. That meant we had enough time and electricity to interview everyone and to collectively think about how the website should be designed and what kind of material is needed. Also, arranging visas proves to be a problem. It is quite complicated to get them. For instance, for the conference in May, none of the Iraqis could come because they didn't get their visas. However, that doesn't keep us from going on. The great thing about Annet's work is that she is able to improvise and find solutions for whenever something turns out differently.

ENCATC: What keeps you motivated and going on this project?

Sietske de Vries: First of all, I firmly believe in the method of working of Teatro di Nascosto. Secondly, I wish that as many people in the Netherlands and in Belgium could hear about the lives of people living in Iraq, Palestine, Egypt, Lebanon and so on. We hear so little about them on the news. Most of the times it is about bombs, war, or refugees. Thus, little attention is paid to their daily life stories. I believe that the work of Teatro di Nascosto breathes a richness and a vision on what it is like to be human that we hardly encounter in our Westerns world. This needs to be shared! It is that urgency that keeps me going.

ENCATC: What advice would you give to students or early career professionals looking to work in theatre and culture?

Sietske de Vries: During my studies and afterwards too, I tried to be part of as many theatre projects as possible. I never did the same tasks, though. For instance, I work as dramaturg/production for Action Zoo Humain, I am an actress at Collectief Theater Hart and I provide art workshops with children in my



About Sietske

Sietske de Vries graduated in 2016 with a Masters in Theatre Studies from Utrecht University. During her studies she was amongst others interested in the aspect of staging in relation to using elements of the 'real' world in performances. In her work with Action Zoo Humain, Collectief Theater Hart, and Teatro di Nascosto she has discovered on a more practical level how the real and the theatrical can be combined to different ends. More recently, she started as artistic mentor at das Kunst vzw. As artistic mentor, she works with children and youngsters on various art projects. This caused her to start questioning and developing her own artistic signature more profoundly.



Find out more about Teatro di Nascosto on their website:

www.teatrodinascosto.com

work as artistic mentor for Das Kunst vzw. I try to do only the things that I find truly interesting or where I can learn from. You have to accept that in theatre and/or the cultural scene, things are never secure or fixed. The only thing you know is that you want to be part of that world. So, give yourself time to find out what it is exactly you want and be confident that you will grow and develop over the years. In the end, all your experiences, good and bad, will bring you to where you are.

INTERNSHIPS

Where will you gain professional experience?

ENCATC has scoured interesting opportunities across the arts and cultural sector and the globe for a selection of internships and placements to help you improve your skills and build your resume!



COUNTRIES	HOSTING ORGANISATIONS	CULTURAL FIELDS	PAGE
Australia	National Museum of Australia	Museum	16
Belgium	ENCATC	Cultural Management	17
Belgium	Architects' Council of Europe	Architecture, Creative Industries	18
Belgium	Future for Religious Heritage	Heritage	19
Canada	Woodstock Art Gallery	Visual Art	20
China	Power Station of Art	Art Space	21
France	CinEd	Film	22
Germany	Schneider+	Music management	23
India	Asia Society India	Education	24
Ireland	The Little Museum	Museum	25
Japan	Institut Français du Japon	Visual Art	26
Netherlands	Het Koninklijk Concertgebouw	Music	27
Netherlands	Het DeLaMar Theater	Theatre	28
Singapore	Gallery & Co	Art Centre	29
South Africa	Greenpop	Event organization	30
United Kingdom	The Jewish Museum	Museum	31
United States	The Clay Studio	Modern Art	32
United States	The Manhattan Theatre Club	Theatre	33



INTERNSHIP IN AUSTRALIA

National Museum of Australia in Canberra

The National Museum of Australia explores the land, nation and people of Australia.

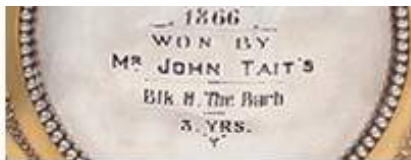
It focuses on Indigenous histories and cultures, European settlement and interaction with the environment. The National Museum brings to life the rich and diverse stories of Australia through compelling objects, ideas and programmes.

The National Museum interprets Australian social history by revealing the stories of ordinary and extraordinary Australians, promoting the exploration

of knowledge and ideas and providing a dynamic forum for discussion and reflection.

The National Museum of Australia supports the development of museum professionals and tertiary students by hosting interns from Australia and overseas. Interns are placed within the Museum in Canberra to work on structured projects under the supervision of its staff.

To apply, please complete the form on the NMA website and send it to the museum via e-mail.



1866 Melbourne Cup



1867 Melbourne Cup



AE Smith instruments



Aeroplane Jelly Ford truck



Agricultural medals



Amelia Campbell's coffee urn



IMPORTANT INFORMATION



DEADLINE:
Not specified



FIELD:
Museum



PLACE:
Canberra, Australia



WEBSITE:
<http://www.nma.gov.au/>



LANGUAGE(S):
English



REMUNERATION:
Unpaid



PERIOD:
Not specified



CONTACT:
recruitment@nma.gov.au

ENCATC IS NOT RESPONSIBLE FOR ANY CHANGES TO DATES, DEADLINES, ETC.
IT IS ALWAYS ADVISED TO CONTACT THE INTERNSHIP HOST ORGANISATION DIRECTLY.



INTERNSHIP IN BELGIUM

ENCATC in Brussels

A traineeship at ENCATC means working at the European and international level. As a network with more than 140 members in over 40 countries in Europe, North and South America, Africa, and Asia you gain greater visibility. Your profile will be included in our e-magazine sent to more than 11,000 contacts and on our website visited by more than 25,000 visitors per year. Depending on the traineeship period, there is the possibility to attend ENCATC events that attract diverse international audiences, presenting excellent opportunities to grow your professional network.

Intern responsibilities:

ENCATC is looking for an intern to assist the Communication Department in its day-to-day work. You will be involved in the internal and external communication of ENCATC as a network, including following tasks:

- research of relevant information using Internet based tools, publications, and other sources
- any other relevant activities as agreed with the Secretary General
- assisting in gathering and preparing content for e-magazines (ENCATC News, Digest, PRAXIS, etc.) and ENCATC Flash.
- assisting in the layout production of ENCATC information and promotional material

Profile:

- An MA student in final year of studies with a strong background in communication



ENCATC trainees also attend the ENCATC Breakfast training series for enhancing professional development and performance.

- Show a genuine interest for the cultural sector
- Have good communication skills, both oral and written
- Demonstrate good skills to organise research tasks, analyse the information collected, and be able to summarize it in a clear manner
- Speak and write English fluently (French is an advantage)
- Have a good computer skills in Microsoft Office

IMPORTANT INFORMATION



DEADLINE:
15 September 2017



FIELD:
Cultural Management, Cultural Network



LOCATION:
Brussels, Belgium



WEBSITE:
<https://www.encatc.org/en/about-us/traineeships/>



LANGUAGE:
English



REMUNERATION:
Unpaid



PERIOD:
12-24 weeks, full-time to start in January 2018



CONTACT:
secretariat@encatc.org

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JOB IN BELGIUM

Architects' Council of Europe in Brussels

The Architects' Council of Europe (ACE) represents the architectural profession at European level. Its Secretariat is based in Brussels and membership consists of organisations that are the nationally representative regulatory and professional bodies of all EU Member States, the Accession States, Switzerland and Norway, and other observers. Through them, it represents the interests of more than 600,000 architects. The principal function of ACE is to monitor EU legislative developments and seek to influence areas of EU Policy that impact on architectural practice and the quality and sustainability of the built environment.

The Junior Administrative Assistant will principally undertake work on the following tasks and topics:

- Assist preparation of external meetings (travel and accommodation arrangements for the Secretary General, President, etc.) and internal meetings (accommodation for the ACE Executive Board members, catering, preparation of the meeting room, etc.);
- Assist with communications between ACE, its Member organisations, its Work groups and the ACE Executive Board and follow-up by telephone;
- Assist with new media communications including ACE Facebook, Twitter and LinkedIn page;
- Assist with the content management of the ACE Website;

- Answer general emails (general inquiries, meeting requests, invitations etc.);
- Other tasks including: Maintain / up-to-date contact lists, receive guests, answer the telephone, archiving / filing, correspondence, receiving deliveries / deal with dispatch / shipping of documents / packages

The Junior Administrative Assistant will have the following qualifications / attributes:

- Degree in an appropriate subject area (some experience is an advantage)
- Ability to work effectively in a small team
- Flexibility and willingness to assist in other tasks as the need arises
- Familiarity with all Office computer programmes and new media tools.
- Knowledge of TYPO 3 is an asset



PHOTOS: <http://www.ace-cae.eu/31/>

IMPORTANT INFORMATION



DEADLINE:
31 August 2017



FIELD:
Architecture, Creative Industries



LOCATION:
Brussels, Belgium



WEBSITE:
[http://ace-cae.eu/fileadmin/
New_Upload/g_Practical_Information/
Job_ads/Junior_Assistant-v4.pdf](http://ace-cae.eu/fileadmin/New_Upload/g_Practical_Information/Job_ads/Junior_Assistant-v4.pdf)



LANGUAGE:
English and French



REMUNERATION:
Brut salary around 1,300 €/month +



PERIOD:
Part time position (19 hours/week)



CONTACT:
application@ace-cae.eu

ENCATC IS NOT RESPONSIBLE FOR ANY CHANGES TO DATES, DEADLINES, ETC.
IT IS ALWAYS ADVISED TO CONTACT THE INTERNSHIP HOST ORGANISATION DIRECTLY.



JOB IN BELGIUM

Future for Religious Heritage in Brussels

Future for Religious Heritage (FRH) brings together people and organizations who want to save and protect Europe's religious heritage. It is a not-for-profit association and is non-religious. With members in the NGO and business sector, universities, religious organisations and local and national governments, FRH provides a European-wide platform for cooperation, exchange of ideas and knowledge. Our office is based in Brussels, in the middle of the European quarter. FRH is one of the 35 organisations which have been selected by the European Commission to participate in the implementation of the European Year of Cultural Heritage in 2018.

The post-holder will be responsible for maintaining and further developing the communication of the organization. Key responsibilities:

- Support the aims and activities of FRH through relevant communication and PR actions
- Planning and implementing of the communication strategy using online and offline platforms
- Creating dynamic content both for our members as well as external audiences
- Monitoring the field of religious heritage and cultural heritage; researching news items and sourcing original content from FRH members
- Updating and developing social media including Twitter and Facebook
- Producing a monthly Newsletter with interesting articles and relevant news.

- Producing other communication output, such as press releases, targeted mails, folders, etc.
- Where needed, provide support to the Council and the Executive Officer both in the field of communication as well as administrative tasks
- Where needed, reply to queries and represent the organisation towards members and non-members

Skills and personality:

- Relevant field of study
- At least 3 years working experience in the field
- Perfect command of English, preferably native speaker. Language skills in addition to English are a plus
- Able to distinguish and relate to the different target groups, and to tactfully treat sensitive topics
- Proficiency working with MS Office and social media is essential. Experience working with WordPress, Mailchimp, and other cloud applications, Adobe and presentation programmes
- Knowledge of InDesign (or similar programmes) and design skills is a plus
- Inter-personal skills and experience working in an international context is of great value
- Clear interest in religious heritage, a European cultural network and/or working for a NGO
- Self-driven with a positive outlook, and a clear focus on high quality, creativity and flexibility

IMPORTANT INFORMATION



DEADLINE:
25 August 2017



FIELD:
Heritage



LOCATION:
Brussels, Belgium



WEBSITE:
<https://www.encatc.org/media/2569-jd-communication-officer.pdf>



LANGUAGE:
English and other languages are a plus



REMUNERATION:
To see with employer



PERIOD:
01/11/2017 to 31/10/2019 at 38 hr / week



CONTACT:
pierre.heriard@frh-europe.org



INTERNSHIP IN ICELAND

Hverfisgallerí Gallery in Reykjavík

Hverfisgallerí focuses on presenting diverse and ambitious works reflecting the current ethos of art. Founded in early year 2013, the gallery works with contemporary artists, both emerging and established.

The gallery Hverfisgallerí is looking for candidates who will work closely with the gallery's management as an assistant. The internship will be in English. The gallery is looking for an applicant who can start as soon as possible.

The intern responsibilities include:

- maintaining and updating artist information and gallery digital archives
- administrative support to the gallery director
- assisting with exhibition set up and logistics
- researching and formatting press material

- maintenance of the gallery
- support with gallery opening and events.



PHOTOS: <https://hverfisgalleri.is/samband/> and <https://hverfisgalleri.is/exhibition/overa/>

IMPORTANT INFORMATION



DEADLINE:
Not specified



FIELD:
Art Gallery



LOCATION:
Reykjavik, Iceland



WEBSITE:
<https://hverfisgalleri.is/>



LANGUAGES:
English



REMUNERATION:
Not specified



PERIOD:
As soon as possible



CONTACT:
<https://hverfisgalleri.is/samband/>

ENCATC IS NOT RESPONSIBLE FOR ANY CHANGES TO DATES, DEADLINES, ETC.
IT IS ALWAYS ADVISED TO CONTACT THE INTERNSHIP HOST ORGANISATION DIRECTLY.



INTERNSHIP IN CHINA

Power Station of Art in Shanghai

Established on Oct. 1st, 2012, the Power Station of Art (PSA) is the first state-run museum dedicated to contemporary art in mainland China. It is also home to the Shanghai Biennale. Renovated from the former Nanshi Power Plant, PSA was once the Pavilion of Future during the 2010 Shanghai World Expo. The museum has not only witnessed the city's vast changes from the industry age to the IT era, but also provided a rich source of inspirations for artists with its simple yet straightforward architectural styles.

The museum has been striving to provide an open platform for the public to learn and appreciate contemporary art, break the barrier between life and art, and promote cooperation and knowledge generation between different schools of art and culture.

The PSA is currently recruiting interns for event assistance.

Profile

- Arts or normal-related major preferred.
- Delicate and elaborate in work.
- Certain ability in word editing, event organizing and basic photographing.
- Sufficient time for event planning, contacting and site management.
- Interns may need to work on weekends and holidays.

Please send an e-mail with your resume and the position you apply for to the PSA if you wish to apply for a position.

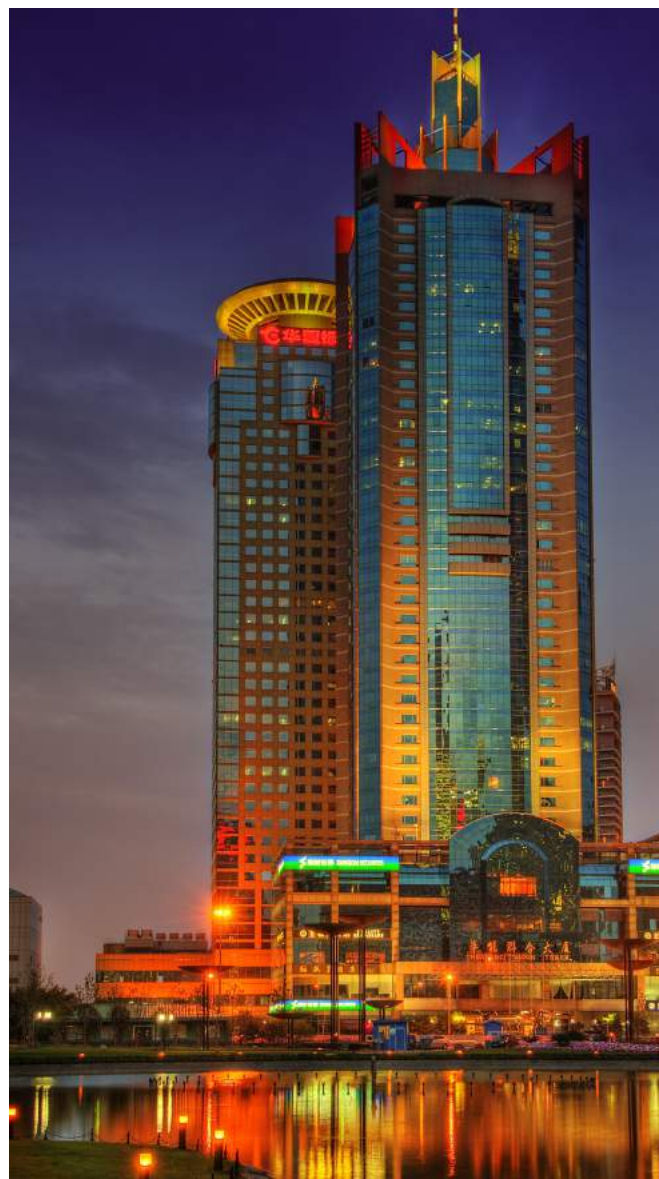


Photo via Flickr - Huaneng Union Tower by Wolfgang Staudt (CC BY-NC-ND 2.0)

IMPORTANT INFORMATION



DEADLINE TO APPLY:
31 August 2017



FIELD:
Art Space



PLACE:
Shanghai, China



WEBSITE:
<http://powerstationofart.com>



LANGUAGE(S):
English



REMUNERATION:
25 yuan per day



PERIOD:
At least 400 hours



CONTACT:
education@powerstationofart.com

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IT IS ALWAYS ADVISED TO CONTACT THE INTERNSHIP HOST ORGANISATION DIRECTLY.



INTERNSHIP IN FRANCE

CinEd in Paris

L'Institut français a lancé depuis 2015 CinEd, programme d'éducation au cinéma européen soutenu par le programme Europe créative de la Commission européenne. CinEd est constitué d'un site web et d'une plateforme numérique multilingues, d'une collection de films européens et de ressources pédagogiques originales traduites dans 9 langues.

Un poste de stagiaire est à pourvoir au Département Cinéma de l'Institut français de Paris pour une durée de 6 mois à compter du 20 septembre 2017. Les candidatures (lettre de motivation + CV) sont à transmettre jusqu'au 3 septembre 2017 inclus. Entretiens prévus les mercredi 6 et vendredi 8 septembre 2017.

Tâches :

- Participation au suivi et à la vérification des contenus demandés aux partenaires, relance, mise à jour des tableaux de suivis
- Suivi, analyse des rapports d'activités et relances le cas échéant
- Participation à la préparation d'outils liés aux besoins du rapport et à l'élaboration du dossier des annexes du rapport final.
- Contribution à la mise en valeur du programme
- Récoltes des éléments de communication et des dossiers de presse des partenaires en vue de réaliser un bilan communication et presse CinEd pour le rapport d'activité
- Création de PowerPoints de présentation pour différentes interventions, rédaction de compte rendus, synthèses
- Actualisation des données sur site de l'Institut

français, des actualités sur le site CinEd, préparation d'articles pour la newsletter

- Appui à la mise en place d'outils d'évaluation et à la récolte des données des partenaires, participation au lancement d'un blog partagé avec les partenaires et animation du blog
- Aide à la préparation de la candidature CinEd 4 à l'appel à projets Europe créative / Media
- Suivi et vérification des contenus et pièces administratives et financières demandés aux partenaires, relance
- Organisation de réunions, rédaction de compte rendus
- Participation à la rédaction en anglais de la candidature

Profil :

- Formation supérieure (Bac +4/5) spécialisée en gestion de projets culturels et/ou affaires européennes
- Connaissance des politiques culturelles françaises et si possible européennes
- Une connaissance du secteur cinématographique, des projets européens
- Bonne expression écrite et orale, capacité de synthèse
- Bonne maîtrise des outils informatiques
- Connaissance et usage des réseaux sociaux
- Sens de l'écoute et aptitude au travail en équipe
- Sens de l'organisation
- Créativité et réactivité
- Sens de la diplomatie et de la hiérarchie

INFORMATIONS IMPORTANTES



DEADLINE:
3 septembre 2017



MILIEU:
Film



LOCATION:
Paris, France



SITE WEB:
<http://www.institutfrancais.com/fr>



LANGUE(S):
Français, anglais



RÉMUNÉRATION:
554,40 euros par mois+cantine sur place



PÉRIODE:
6 mois, début 20 Septembre



CONTACT:
www.institutfrancais.com/fr/ressources-humaines/stage-au-departement-cinema-1



INTERNSHIP IN GERMANY

Schneider+ Music Consulting in Berlin

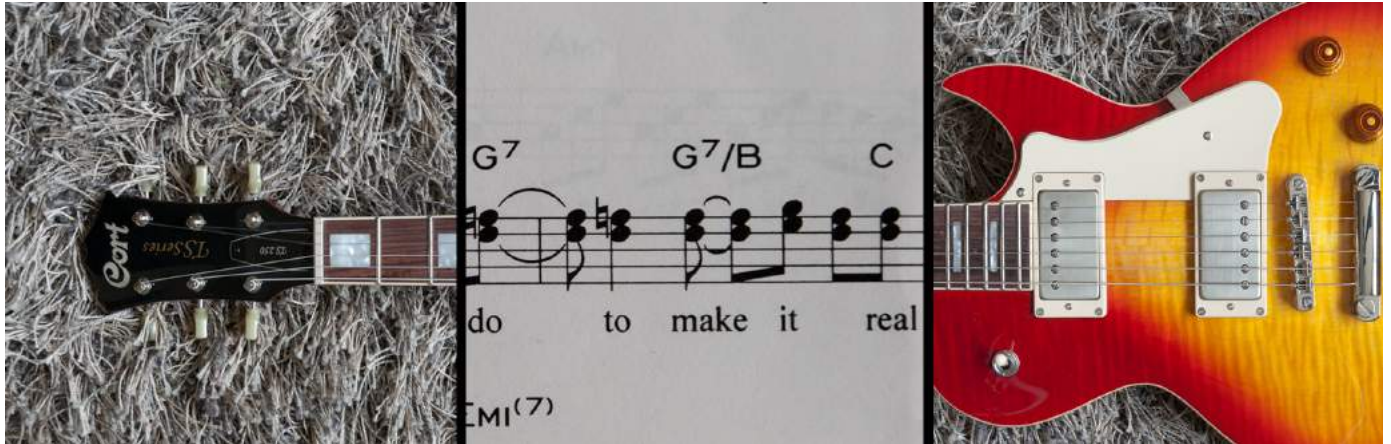


Photo via Flickr. More Then Words by Patrick
Willem (CC BY-SA 2.0)

Kunst kreieren, Verbindungen etablieren, Begegnungen initiieren. So lässt sich das Konzept der in Berlin ansässigen Agentur schneider+ zusammenfassen, die sich auf die Realisierung von Projekten im musikalischen und audiovisuellen Bereich konzentriert. Schneider+ bietet Zusammenarbeit im kleinen Team mit international renommierten Komponisten wie u.a. Federico Albanese, Matthew Herbert, Mocky und Paul Haslinger, die im Auftrag von Konzerthäusern, Festivals, Opern, Theater, Museen, Galerien und Filmproduktionen Projekte realisieren.

Ihr Profil:

Sie sind Student der Kultur/Geistes- oder Musikwissenschaft, oder studieren Kulturmanagement und bringen idealerweise Erfahrungen in der Presse- und Öffentlichkeitsarbeit mit. Sie sind textsicher, beherrschen die gängige Computer-Software und Ihr Englisch ist fließend in

Wort und Schrift. Sie zeichnen sich durch Organisationsgeschick, ausgeprägte Kommunikationsstärke, ein hohes Engagement und Flexibilität aus.

Ihre Aufgaben:

- Künstlerbetreuung
- Begleitung von Projekten
- Organisation und Betreuung von Studioaufnahmen und Konzerten
- Büroadministration
- Recherche und Kontaktierung von Filmproduktionsfirmen, Werbeagenturen, Konzert- und Festivalveranstalter
- Musiklizenzierung, Musikverlagsarbeit
- Pflege der Adressendatei
- Pflege des Presse- und Newsletterverteilers
- Fundraising Presse- und Öffentlichkeitsarbeit
- Social Media Betreuung

WICHTIGE INFORMATIONEN



DEADLINE ZU BEWERBEN:
21 September 2017



UMFELD:
Music management and consulting



ORTUNG:
Berlin, Deutschland



WEBSITE:
<http://www.schneiderplus.com/>



SPRACHEN:
Deutsch, Englisch



VERGÜTUNG:
Keine



PERIODE:
Keine Angabe



KONTAKT
info@schneiderplus.com

ENCATC IS NOT RESPONSIBLE FOR ANY CHANGES TO DATES, DEADLINES, ETC.
IT IS ALWAYS ADVISED TO CONTACT THE INTERNSHIP HOST ORGANISATION DIRECTLY.



INTERNSHIP IN INDIA

Asia Society India in Mumbai

Asia Society is looking for a Programme Development Intern for their India centre. The Development Intern will assist the Centre Programming team in researching current local and global trends to develop relevant content, topics and speakers for events in Mumbai and across India. Additionally, the Programme Intern will assist in all aspects of event execution including marketing communications, social media, and logistics. The Intern will gain a working knowledge of Indian business, policy, art and culture across a variety of perspectives. The Intern will have the opportunity to interact with local and global leaders who span the academic, business, and artistic world. They will also learn the process of programme development, from the early stages of creative idea generation, to identifying key players and target audience, to organizing and hosting a meaningful event. The Intern will be a critical member of a dynamic, multicultural team, and have a voice in shaping the Asia Society India Centre.

Tasks:

- Assisting in developing and curating timely and relevant programmes that are strategically aligned with Asia Society's broader institutional goals
- Identifying potential speakers and thought leaders from the Asia-Pacific region
- Managing logistical arrangements on-site at programmes, developing budget iterations and archiving past programmes
- Assisting in communicating and networking with institutions, professionals and interfacing with prospective partners
- Maintaining Asia Society's web presence, including institutional calendar, social media (Facebook & Twitter), pre and post event summaries and video highlights
- Assisting in identifying funding opportunities and drafting series proposals

Profile:

- Strong oral and written communications skills
- The ability to work independently, while concurrently functioning as a member of the Programme team
- Detail-oriented administrative capabilities
- The ability to undertake diverse tasks and work on multiple projects concurrently
- A demonstrated commitment to and knowledge of current political, economic, and cultural policies and developments in the countries of the Asian region
- Proficiency in the Microsoft Office Suite (Word, Excel, Power Point)
- Comfort working in a multi-cultural, fast paced environment.

To apply, e-mail your CV, cover letter and a writing sample.

IMPORTANT INFORMATION



DEADLINE:
Not specified



FIELD:
Education



LOCATION:
Mumbai, India



WEBSITE:
<http://asiasociety.org/>



LANGUAGE(S):
English



REMUNERATION:
Unpaid



PERIOD:
Not specified



CONTACT:
rshah@asiasociety.org



INTERNSHIP IN IRELAND

The Little Museum in Dublin

The Little Museum tells the remarkable story of the Irish capital. The museum was launched in 2011 with a public appeal for historic objects. The response to that appeal illustrates the remarkable generosity of the Irish people. Today there are over 5,000 artefacts in the collection.

Recently voted as "Dublin's best museum experience" by the Irish Times, the Little Museum is also the number one museum in Ireland on the TripAdvisor website. Children attend free civics classes here every morning, and the greeter programme, City of a Thousand Welcomes, has been described by the Sydney Morning Herald as "the best free thing to do in Europe."

The museum offers student internships. They provide suitable candidates with an opportunity to gain

valuable experience of working in a small, dynamic cultural organisation. Each internship lasts a minimum of eight weeks.

At the moment the Little Museum is looking for exceptional students of Hospitality, English, History, Public Relations, Photography, Web Design, Archival Studies and Museum Studies.

Candidates must have fluent English. The majority of each intern's time is spent on the floor, greeting visitors to the museum and ensuring that the building runs smoothly. The other part is spent in research and office tasks. Candidates with a particular interest in a subject – such as history, curating or public relations – will be given specific tasks in their chosen area.

To apply, please send your CV by email.



Printscreen taken from <https://www.littlemuseum.ie/about-us/>

IMPORTANT INFORMATION



DEADLINE:
Not specified



FIELD:
Museum



LOCATION:
Dublin, Ireland



WEBSITE:
www.littlemuseum.ie



LANGUAGE(S):
English



REMUNERATION:
Unpaid



PERIOD:
Minimum of 8 weeks



CONTACT:
jesse@littlemuseum.ie

ENCATC IS NOT RESPONSIBLE FOR ANY CHANGES TO DATES, DEADLINES, ETC.
IT IS ALWAYS ADVISED TO CONTACT THE INTERNSHIP HOST ORGANISATION DIRECTLY.



INTERNSHIP IN JAPAN

Institut Français du Japon in Tokyo

L'Institut français du Japon - Tokyo, établissement officiel du gouvernement français, est, depuis plus de 60 ans, à la fois une école de langue et un centre culturel.

Missions principales :

La/Le stagiaire rejoint l'équipe artistique de l'Institut français du Japon - Tokyo et assiste le responsable du service dans la réalisation des missions suivantes.

- Suivi de production et administratif des événements culturels et principalement en lien avec festival Digital Choc, festival d'arts contemporains et de cultures numériques (février - mars 2018)
- Aide à la communication du festival

- Accompagnement logistique des actions spécifiques menées pour les mécènes du festival

Profil :

- Langue : français (langue maternelle) - anglais - japonais apprécié (si compétence niveau 3 kyu ou supérieur)
- Etudiant niveau Master - domaines : Sciences politiques, sciences humaines, civilisation japonaises, culture et communication.
- Bon sens du relationnel, autonome, très motivé, bonne connaissance des outils bureautiques et graphiques souhaitée.

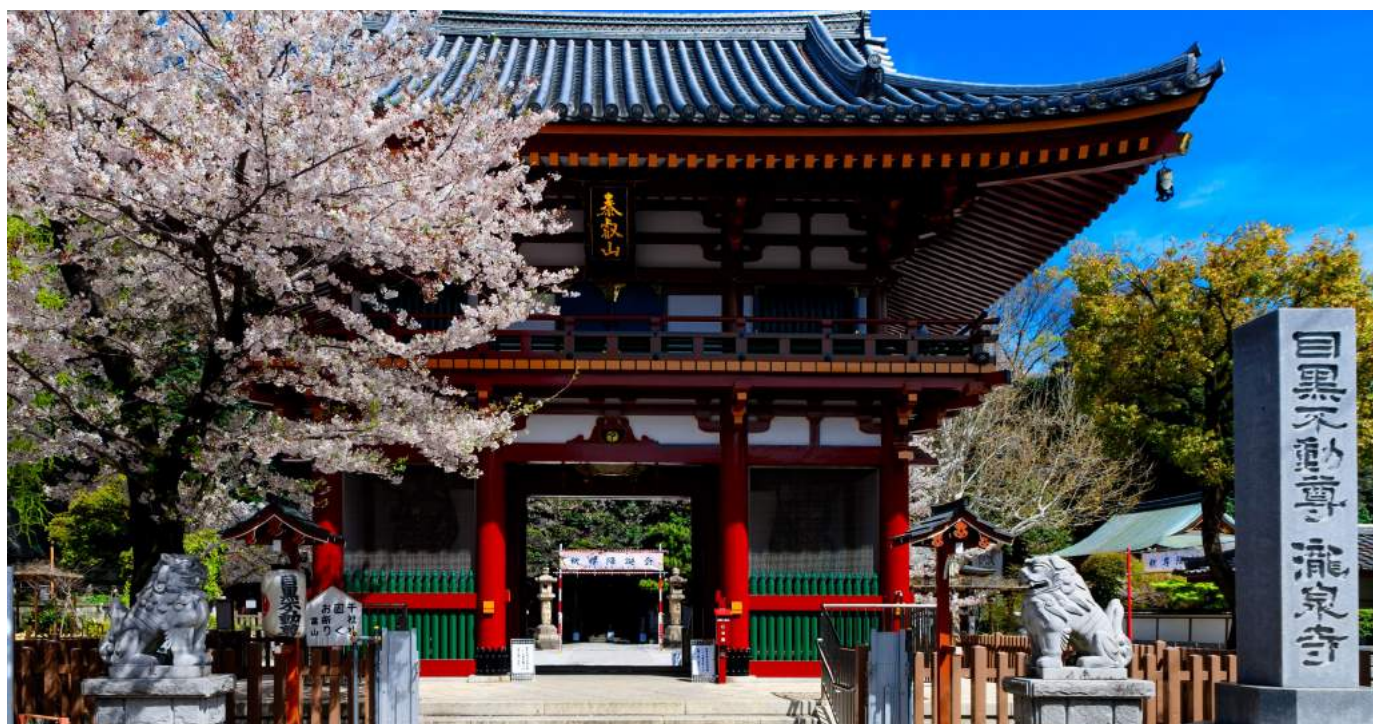


Photo via Flickr. The main Gate of Meguro Fudo (Ryusen-ji Temple) : 目黒不動尊 (龍泉寺) 仁王門 by Toshinori Gamo (CC BY-NC-ND 2.0)

INFORMATIONS IMPORTANTES



DEADLINE:
13 août 2017



MILIEU:
Arts



LOCATION:
Tokyo, Japon



SITE WEB:
<http://www.institutfrancais.jp/tokyo/fr/>



LANGUE(S):
Français, anglais. Japonais est apprécié.



RÉMUNÉRATION:
Rémunération légale en vigueur



PÉRIODE:
1er octobre 2017, 6 mois



CONTACT:
tokyo@institutfrancais.jp

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INTERNSHIP IN THE NETHERLANDS

Het Koninklijk Concertgebouw in Amsterdam

Het Koninklijk Concertgebouw wordt gerekend tot één van de belangrijkste concertzalen ter wereld vanwege de ongeëvenaarde akoestiek en de brede programmering van hoog niveau. Met meer dan 900 activiteiten (waarvan bijna 80% concerten) en ruim 700.000 bezoekers van concerten, educatieprojecten en besloten evenementen per jaar behoort Het Concertgebouw tot de drukst bezochte concertzalen ter wereld.

Profiel:

- Je volgt een MBO of HBO opleiding.
- Je hebt horeca-ervaring.
- Je bent initiatiefrijk en weet van aanpakken.
- Je kunt zelfstandig en in teamverband werken.
- Je bent accuraat en communicatief.

Taken

De stagiair(e) verricht een aantal vaste taken ter ondersteuning van de afdeling Planning, zoals het verwerken van vragen, ruilingen en ziekmeldingen van medewerkers, het maken en uitwerken van de wekelijkse roosters voor onder andere de Horeca/garderobe- en Cafémedewerkers, suppoosten en rondleiders. Daarnaast is werving en selectie, introductie en evaluatie van nieuwe Horeca/garderobe-medewerkers, alsmede het verwerken van cateringaanvragen voor de Artiestenfoyer ook onderdeel van het takenpakket. Kortom, een afwisselende en verantwoordelijke functie!



Photo via Flickr: Concertgebouw by Andrei Olariu (CC BY-NC 2.0)

BELANGRIJKE INFORMATIE



DEADLINE:
31 augustus 2017



WERKVELD:
Muziek



PLACE:
Amsterdam, Nederland



WEBSITE:
www.concertgebouw.nl



TALEN:
Nederlands.



VERGOEDING:
€ 273,- bruto per maand (bij 38 uur per week)



PERIODE:
Tenminste 5 maanden vanaf augustus 2017



CONTACT:
Cindy Erné
c.erne@concertgebouw.nl



INTERNSHIP IN THE NETHERLANDS

DeLaMar Theater in Amsterdam

Het DeLaMar Theater in hartje Amsterdam heeft een theatergeschiedenis die tot de verbeelding spreekt. Grote namen als Wim Kan, Wim Sonneveld en Freek de Jonge traden op in het vroegere Nieuwe de la Mar Theater aan het Leidseplein. De programmering van het huidige DeLaMar Theater met twee zalen en ruim 1500 stoelen, sluit aan op deze traditie.

Taken:

- Webredactie voor de site delamar.nl: zorgen dat de website te allen tijde up to date is wat betreft tekst, beeld, voorstellingstijden, actiepagina's, et cetera.
- Narrowcasting: planning en beeldbewerking van alle digitale schermen in het theater.
- E-mailmarketing: schrijven en opmaken van de e-mailings.
- Social media: ondersteuning in het bijhouden van alle social kanalen (Facebook, Twitter, Instagram).
- Ondersteuning bij andere (online-) marketingactiviteiten.

Profiel:

- Goede beheersing van Photoshop en een oog voor mooi beeld.
- Basiskennis van HTML.
- Hands-on mentaliteit, leergierig, enthousiast, creatief, flexibel en snel.
- Affiniteit met theater.
- Affiniteit met internet, CMS-systemen, social media en e-mailmarketing is een pre.



Photo via Flickr, Theater by Rich Smith (CC BY-SA 2.0)

- Kennis van video-montage software (Premiere Pro of Final Cut Pro) is een pre.
- Zelfstandig en accuraat kunnen werken onder hoge tijdsdruk.
- Goede communicatieve en schriftelijke vaardigheden.
- HBO-niveau, bij voorkeur een opleiding op gebied van digitale media / design (Interactieve media, Communicatie & Multimedia Design).

Interesse? Stuur je CV met motivatie en een recente foto per mail naar Yvette Waaijers.

Let op: dit betreft een meewerkstage en dus geen afstudeerstage.

BELANGRIJKE INFORMATIE



DEADLINE:
Niet bekend



WERKVELD:
Theater



PLACE:
Amsterdam, Nederland



WEBSITE:
www.delamar.nl



TALEN:
Nederlands



VERGOEDING:
Onbetaald



PERIODE:
September 2017 - januari 2018, 40 uur/ week.



CONTACT:
Yvette Waaijers
yvette.waaijers@delamar.nl



INTERNSHIP IN SINGAPORE

Gallery & Co. in Singapore

The Institute of Contemporary Arts (ICA) Singapore initiates, produces and presents innovative and emerging creative practices. Through an annual programme of interdisciplinary artistic and curatorial practices across the visual arts, design, new media and performance, it provides a dynamic site for contemporary culture in Southeast Asia.

An ICA Singapore internship presents a unique opportunity to experience a contemporary arts institution first-hand. Interns work with our curatorial and exhibitions staff to support the planning and delivery of exhibitions. They assist with research and fact-checking for exhibitions, publications and the collection, undertake administrative tasks such as archiving and correspondence, and support installations.

Placements are for a minimum of half a day per week, and normally run for six months to a year.

Internships suit university or postgraduate students with knowledge of contemporary international art and a desire to pursue a career in curating or arts administration.

Successful candidates will have the ability to work independently and as part of a team, and excellent interpersonal skills. They will also pay close attention to details, demonstrate good verbal and written communication skills, and possess sound all-round computing skills (Mac).

To apply, please email your CV, and a letter outlining relevant skills and your interest in the role.



Photo via Flickr. Supertree by Swee Con (CC BY-NC 2.0)

IMPORTANT INFORMATION



DEADLINE:
Not specified



FIELD:
Art Centre



PLACE:
Singapore



WEBSITE:
<http://www.lasalle.edu.sg/institute-of-contemporary-arts-sg/>



LANGUAGE(S):
Not specified



REMUNERATION:
Unpaid



PERIOD:
6 to 12 months



CONTACT:
icas@lasalle.edu.sg

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IT IS ALWAYS ADVISED TO CONTACT THE INTERNSHIP HOST ORGANISATION DIRECTLY.



INTERNSHIP IN SOUTH AFRICA

Greenpop in Cape Town

Are you a problem solver, who likes multitasking and seeing it all come together? Greenpop is excited to offer an NGO Internship Event Coordinator with them: a dynamic environmental organisation based in Cape Town. Greenpop runs tree planting and eco-education projects in Southern Africa, and activates large groups people to get involved in their green mission. Greenpop has a lot of events ranging from a stall at a show to being the greening partner for festivals, from a music night to a three week Festival of Action. You can be sure to get an experience in the organizational preparations and logistics for a Greenpop event while being part of a high-energy team reconnecting people to the planet.

Greenpop is passionate about education and incorporate interactive learning into all of their projects. In addition, they run various skills development workshops for ground staff and teachers from their beneficiary sites and other groups who are keen to learn more about urban agriculture, eco-enterprise and leadership.

Some of the festivals centered on their mission that Greenpop has organized in the past, include the Reforest Family Festival, the Reforest Friends Fest, the Zambia Festival of Action and the Hogsback Festival of Trees. The festivals include fun, educational activities and workshops including guided forest walks, yoga, informative talks, arts and crafts and puppet shows.

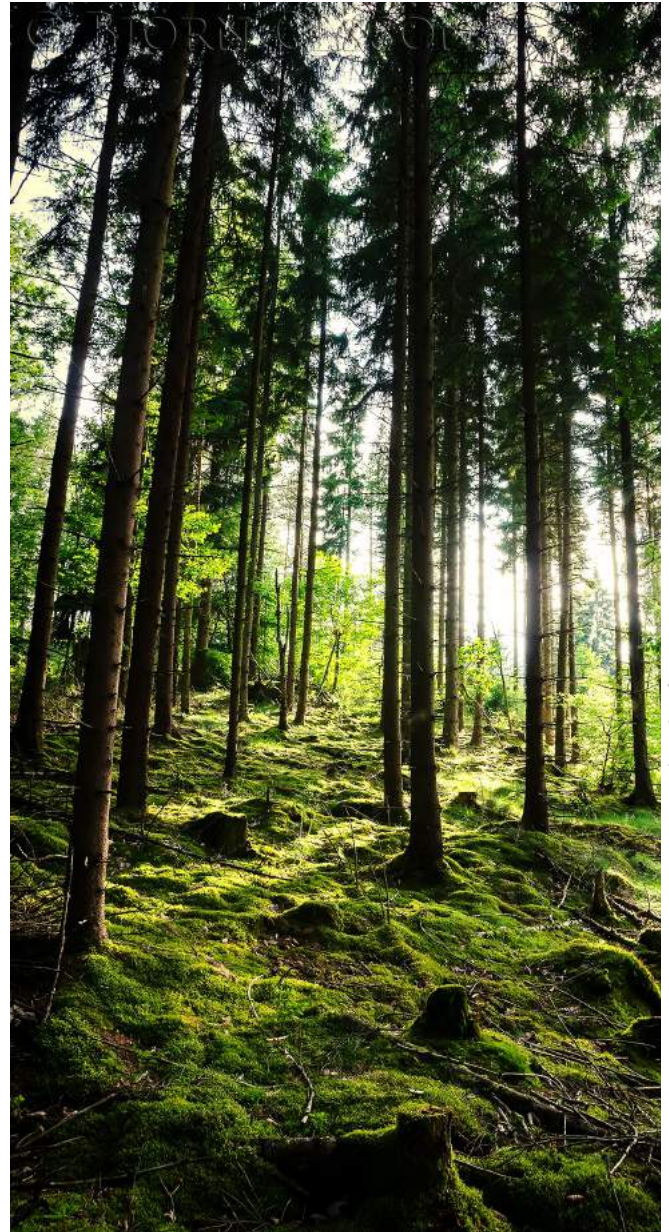


Photo via Flickr, Forest by - bjornphoto - (CC BY-NC-ND 2.0)

IMPORTANT INFORMATION



DEADLINE:
Not specified



FIELD:
Event organization



LOCATION:
Cape Town, South Africa



WEBSITE:
<http://greenpop.org>



LANGUAGE(S):
English



REMUNERATION:
USD 1,390 for 8 weeks



PERIOD:
Minimum 8 weeks



CONTACT:
info@rootsinterns.com

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INTERNSHIP IN THE UNITED KINGDOM

The Jewish Museum in London

The Jewish Museum London is for people of all backgrounds and faiths to explore British Jewish heritage, identity and culture. Set against a spacious and modern architectural backdrop with displays across four permanent galleries, the museum brings the Jewish story to life, placing it in a wider context of British history. Our learning programmes, exhibitions and events encourage a sense of discovery and creativity and tell the story of Jewish history, culture and religion in an innovative and compelling way. The Jewish Museum is looking for Learning Interns for the period of September to December 2017.

Tasks:

A Learning Internship focuses on assisting in schools' workshops and providing gallery support during the sessions. Typical tasks include helping with set up

and clear down of workshops, assisting the Learning Officer during the session, and acting as the main point of contact for the students' in the galleries. In addition to helping with workshops, Interns will also help with basic office work as needed.

Profile:

All Internships with the Learning Team at the Jewish Museum can range from 1-4 days per week. Please note that all Internships are voluntary and thus unpaid. The Museum is happy to offer travel reimbursement with London. No prior knowledge of Judaism is necessary for an Internship at the Jewish Museum. All training will be provided. An interest in museums, learning, and working with children is essential. Successful applicants will be invited to an interview.



Photo via Flickr, Hanukkah by Yair Aronshtam (CC BY-SA 2.0)

IMPORTANT INFORMATION



DEADLINE TO APPLY:
Unspecified



FIELD:
Museum



PLACE:
London, United Kingdom



WEBSITE:
<http://www.jewishmuseum.org.uk/interning>



LANGUAGE(S):
English



REMUNERATION:
Unpaid



PERIOD:
September to December 2017



CONTACT:
lisa.shames@jewishmuseum.org.uk

ENCATC IS NOT RESPONSIBLE FOR ANY CHANGES TO DATES, DEADLINES, ETC.
IT IS ALWAYS ADVISED TO CONTACT THE INTERNSHIP HOST ORGANISATION DIRECTLY.



INTERNSHIP IN THE USA

The Clay Studio in Philadelphia



Printscreen from <http://www.theclaystudio.org/about/staff.php>

Founded in 1974 by five artists in need of workspace, The Clay Studio was envisioned as a stepping stone for students fresh out of art school, offering affordable studio space and shared equipment. Within a short time, however, Clay Studio artists consciously shifted the Studio's mission from an inward focus to an outward educational and community focus. It was the artists' intention to affirm the importance of the ceramic arts alongside other art forms, as well as to bring clay as an accessible, tactile medium to a broad range of people.

You can become an active member in The Clay Studio's community by participating in an internship. The Intern Program is geared towards ceramic enthusiast and those interested in the non-profit sector who want to further their experience and be part of a supportive educational community. Interns

perform a wide variety of functions throughout the organization and can be required to do physical labor and heavy lifting.

Interns will receive a free class, access to open studio hours, and other class benefits such as shelf space, glazes and firings. Internships are available in the following areas: Studio (School and/or Summer Clay Camps), Outreach/Education (Claymobile), Gallery/Shop, and Administration/Development.

Please download the application form from the Clay Studio website, and send it via e-mail, along with your CV.

IMPORTANT INFORMATION



DEADLINE TO APPLY:
Not specified



FIELD:
Modern art



PLACE:
Philadelphia, USA



WEBSITE:
<http://www.theclaystudio.org>



LANGUAGE(S):
English



REMUNERATION:
Unpaid



PERIOD:
Three months, 5 hours per week



CONTACT:
Jennifer Martin
jennifer@theclaystudio.org

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INTERNSHIP IN THE USA

The Manhattan Theatre Club in New York City

The Paul A. Kaplan Theatre Management Program is an intensive internship that provides a unique opportunity to learn about producing not-for-profit theatre both on and off-Broadway. The internship is designed to be a springboard to full-time employment. To that end, interns are assigned projects and responsibilities that are vital to the day-to-day running of the company. Additionally, interns' relationships with their supervisor ensure that they are not only gaining valuable skills but also receiving support and feedback.

MTC seeks applicants that have completed at least one previous administrative internship or have equivalent experience working in an office setting, and are ready for the next step towards a career in professional theatre.

The MTC offers internships in different departments and specializations, like business, artistic, casting, company management, development, marketing, production management and many other fields. To find out which internship suits you best, read the additional information on the website. Note that you can only apply for one internship at a time.

For tips and instructions about applying, visit [this page](#).



Picture via Flickr, Samuel J. Friedman Theatre by Rough Tough, Real Stuff (CC BY-NC-ND 2.0)

IMPORTANT INFORMATION



DEADLINE TO APPLY:
Not specified



FIELD:
Theatre



PLACE:
New York City, USA



WEBSITE:
<https://www.manhattantheatreclub.com>



LANGUAGE(S):
English



REMUNERATION:
\$385 per week



PERIOD:
Full-time only, months not specified



CONTACT:
interns@mtc-nyc.org

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ENCATC PRAXIS FOR STUDENTS ISSUE N° 88

PUBLICATION DATE

12 August 2017

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SUBSCRIPTION

ENCATC PRAXIS e-magazine is a members-only service. Exceptionally to celebrate the UN International Youth Day, this issue of PRAXIS is free to the public.

LAYOUT DESIGN

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LAYOUT PRODUCTION

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COVER PHOTO

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WHERE CAN TODAY'S STUDENTS AND TOMORROW'S CULTURAL MANAGERS GET A JUMP START ON THEIR CAREER? HOW CAN THEY ENHANCE THEIR PROFESSIONAL PROFILES TO TAKE ON TODAY'S COMPETITIVE JOB MARKET?

ENCATC, the European network on cultural management and policy, strongly encourages students and young/early career professionals to have work experience abroad. This is an opportunity for tomorrow's leaders to get a jump start on building their CVs, put into practice their knowledge learned through education and training, and develop and hone their skills in another cultural environment.

PRAXIS e-magazine is a unique information service provided to students enrolled in ENCATC member universities to study cultural management and cultural policy. Each issue aims to cover a wide geographical area and highlight opportunities for professional development across the many disciplines of the arts and cultural sector: festivals, performing arts, heritage, museums, creative industries, music, and many more! Since it was first published in 2008, ENCATC's PRAXIS magazine has published more than 1,000 offers including internships and educational opportunities in over 55 countries in Europe and beyond.

ABOUT ENCATC:

ENCATC is the European network on cultural management and policy. It is an independent membership organisation gathering over 100 higher education institutions and cultural organisations in over 40 countries. Founded in 1992, ENCATC represents, advocates and promotes cultural management and cultural policy education, professionalises the cultural sector to make it sustainable, and creates a platform of discussion and exchange at the European and international level.

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Co-funded by the
Creative Europe Programme
of the European Union