

Call for Applications: 2020 Virtual ENCATC Communication Traineeship

Format: Full-time

Location: online – virtual traineeship

Duration: From 1 September 2020 for minimum 3 months

Deadline to apply: Ongoing



ENCATC is looking for an ambitious and talented **Communication Trainee** to assist the Communication Department in its day-to-day work.

ABOUT US

Established in 1992 in Warsaw, ENCATC is an independent organisation and the only European network in the field of cultural management and policy. Currently, it is made up of more than 100 member institutions in over 40 countries. ENCATC is an NGO in official partnership with UNESCO and an observer of the Council of Europe's Steering Committee for Culture. Our mission is to stimulate the development of cultural management and cultural policy education in Europe and beyond, engaging and responding to new developments in politics, economics, societies, and technology.

RESPONSIBILITIES

The Trainee will be involved in the internal and external communication of ENCATC as a network, including the following tasks:

- producing the weekly and monthly e-newsletters (ENCATC Flash, ENCATC News);
- producing the monthly e-newsletter for students (ENCATC PRAXIS);
- assisting in the layout production of ENCATC information and promotional material
- assisting to create short video and editing clips for social media;
- assisting in the promotion of ENCATC presence in the social media (Facebook, Twitter, Instagram and LinkedIn) and in European and international newspapers;
- regularly updating the ENCATC website;
- other outreach-related activities as appropriate.

REQUIREMENTS

The successful candidate will have the following characteristics:

- Degree in Communication or an MA student in final year of studies with a strong background in Communication;
- Proven experience about event communication and social media;
- Excellent verbal and written communication skills in English, French is a plus, and other languages are highly appreciated;
- Ability to analyse the information collected and to summarise it in a clear manner;
- Very good knowledge of Microsoft Office and Adobe Suite. Other tools are a plus.

Special requirements for the virtual traineeship:

- Great sense of responsibility, organizational skills and pro-active attitude;
- Ability to work independently and in a virtual professional environment;
- Your own computer with stable internet connection.

This internship is an unpaid professional training – a university agreement or / and a contract between ENCATC and the Trainee will be established.

WHAT WE OFFER

Learn about our traineeship benefits here:

<https://www.encatc.org/en/vacancies/traineeships/programme-benefits/>

Special benefits of the virtual traineeship:

- Allows you to complete the internship from anywhere in the world;
- Flexible work pace and flexible organization;
- Saving time and money – the distance training makes it possible to avoid traveling to the office location.

APPLICATION PROCEDURE

All applications must go through ENCATC's online application system:

<https://www.encatc.org/en/vacancies/traineeships/apply-now/>

Please include in your CV or cover letter a link to a newsletter you contributed to, a Facebook event page you designed or a social media channel you are animating, etc.

Only complete applications will be considered (CV and cover letter) and only short-listed candidates will be contacted and invited for interviews.

ENCATC strives to be an equal opportunities employer and to see that the make-up of its staff is diverse and representative of society. ENCATC welcomes applicants from a wide variety of backgrounds.