

## Call for Applications:

# 2021 Virtual ENCATC Communication Traineeships

### Year 2021:

- **Duration:** Minimum 3-month commitment
- **Format:** Virtual traineeship due to Covid-19 circumstances
- **Deadline to apply:** Ongoing
- **Next start period:** As from 1 February 2021 for a minimum of 3 months.
- **Benefits:** <https://www.encatc.org/en/vacancies/traineeships/programme-benefits/>



## ORGANISATION PROFILE

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.

Our members are higher education institutions, training centres, cultural organisations, public authorities, and artists. Since its creation, ENCATC cooperates in many ways with the Council of Europe, UNESCO, European institutions, and the European Cultural Foundation. As results of our internationalisation policy, ENCATC is also a strategic partner of the Asia-Europe Foundation, the Association of Arts Administration Educators in the United States, and the Taiwan Association of Cultural Policy Studies.

We believe cultural management and policy education, training, and research have the power to make the cultural sector stronger, resilient, and sustainable in Europe and beyond.

## TRAINEESHIP DESCRIPTION

ENCATC is looking for an ambitious, talented Communication Trainee to assist the Communication Department in its day-to-day work. The Communication Trainee should have some experience in event communication and can work independently. Excellent organisational skills and a pro-active attitude are a must.

## RESPONSIBILITIES

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

- assisting in gathering and preparing content for monthly e-newsletters (ENCATC News) and the weekly ENCATC Flash;
- searching, preparing the ENCATC PRAXIS monthly newsletter for students;
- 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**

- Higher education qualification in Communication, an MA student in final year of studies with a strong background in Communication, or Communications schools;
- Knowledge and possibly experience about event communication;
- Excellent verbal and written communication skills in English, French is a plus, and other languages are highly appreciated;
- Demonstrate good skills to organise research tasks, analyse the information collected, and be able to summarise it in a clear manner;
- Computer literate and knowledge of Microsoft Office with Adobe Suite as a plus.

## **WHAT ENCATC OFFERS**

Learn about our Traineeship benefits here:

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

## **APPLICATION PROCEDURE**

All applications must go through ENCATC's online application system. Only complete applications will be considered (CV and a letter of application)

ENCATC will contact best matched applicants for a phone interview.

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

*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.*