

ENCATC is looking for a 2023 Congress Trainee

- **April -October:** 5 months (Break in June and July)
- **Locations:** Brussels and Helsinki
- **Deadline to apply:** 20 March 2023
- **Start date:** 3 April 2023
- **Monthly lump sum:** 200 euros



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 a driven Trainee to assist in a variety of tactical and logistical tasks associated with organising the 2023 ENCATC Congress on Cultural Management and Policy being held in Helsinki, Finland, from 11-13th of October 2023. The Congress Trainee should have some experience in event management and can work independently. Excellent organisational skills and a pro-active attitude are a must. Excellent verbal and written communication skills in English is a must too. Language skills in Finish or Swedish is an asset.

RESPONSIBILITIES

The Congress Trainee will assist the ENCATC Secretary General, the ENCATC team with and Consortium from Finland that is organizing this event:

- supporting logistics, production and registration efforts for the upcoming ENCATC Congress
- supporting the communication activities regarding the Congress and its parallel events

- assisting with the Congress' programme planning, travel and accommodation arrangements
- preparation of the Congress materials
- coordination of (post) event documentation

REQUIREMENTS

- Qualification in Events Management: student in final year of bachelor studies or MA students with a strong background in Events Management or similar; or recent MA graduate;
- Excellent verbal and written communication skills in English. Finnish or Swedish is a plus, and other languages are highly appreciated;
- Computer literate and excellent knowledge of Microsoft Office;
- Self-motivated, pro-active, well-organized, efficient;
- Knowledge and possibly experience about event marketing and event communication.

WHAT ENCATC OFFERS

- An alumni programme that will allow you to get special offers and benefits from ENCATC after your traineeship;
- A great professional opportunity in the cultural sector filled with challenges and responsibility;
- A highly stimulating international work environment;
- Hands-on experience;
- Possibility to discover unique cultural places in Brussels thanks to our Cultural Happy Hour initiative as well as to attend ENCATC events that attract diverse international audiences, presenting excellent opportunities to further deepen your knowledge and grow your professional network.
- Fun colleagues and online creative and inspiring workspace;
- A great European network in culture and education;
- Reimbursement for one trip to Brussels to visit the ENCATC office (travel, accommodation for 3 days and subsistence costs)

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 an online interview.

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.