

ENCATC Office in Brussels is looking for a driven Communications intern

Are you looking to gain a practical experience in
communications in a global organisation? This
internship offer is for you!

POSITION: COMMUNICATIONS INTERN

Location: Brussels

Application deadline: 31 August 2023

Duration: 3-6 months, 38 hours a week

Start date: 18 September 2023

Who are we looking for?

- You are interested to gain a practical experience on how to **efficiently communicate and promote** a global organisation to a **diverse audience**; <https://www.encatc.org/en/events/>
- You want to learn how to successfully promote **European projects** (<https://charter-alliance.eu/>) and **their activities** in Europe and beyond
- You have an **eye for detail** and follow closely the **latest developments in the communications**.

You will assist the ENCATC Communications Director with:

- **Supporting the ENCATC activities by developing tailor-made communications** to be adapted in different channels, from social media postings to email marketing and newsletters. For this purpose, you will oversee developing both the message and the visual support, ensuring the coherence of the organisation's tone and branding.
- **Preparing events' communication materials and communication solutions.** You will get the opportunity to dive into event's communications, developing promotional materials and special marketing actions to ensure the maximum visibility and attendance.
- **Working on data collection and analysis** to understand the impact and performance of the communication activity you are performing.
- **Updating ENCATC's website** with new relevant content and enhancing and improving the different sections.
- **Managing the post event's communication and documentation** to grasp the whole process involved in events management, from start to finish.

Requirements:

- Higher education qualification in Communications or similar, recent MA graduate or student in final year of studies
- Excellent verbal and written communication skills in English.
- Ability to effectively communicate and liaise with different professional groups and diverse cultures
- Working knowledge of Microsoft Office
- Basic knowledge of video conferencing tools and video production
- Good technical, IT and video-editing skills preferable.
- Self-motivated, pro-active, well-organised, efficient
- Experiences and knowledge about event marketing and event communications are an advantage.

What ENCATC offers:

- Monthly internship allowance.
- Office in Ixelles, Brussels' most convivial neighbourhood home to many cultural organisations and cultural sights.
- Exciting professional opportunity and ability to work with organisations and venues in Brussels and the region.
- Hands-on practical experience with training possibilities
- Unique opportunity to learn about the future of the event and creative industries from around the globe.
- Multicultural workplace in Brussels with direct support from your mentor and peers.
- The opportunity to build a professional international network in Brussels and abroad.
- Benefits withing the **ENCATC Alumni programme** (<https://www.encatc.org/en/vacancies/traineeships/alumni-programme/>).

About ENCATC: Who are we and what do we do?

ENCATC, the European Network on Cultural Management and Policy, is a reference in its field, with 30 years of experience. ENCATC represents, advocates, and promotes cultural management and cultural policy education, professionalizes the cultural sector to make it sustainable, and creates a platform for discussion and exchange at European and international level.

Practical info:

Send you application, CV and the cover letter via this **application link**:

<http://survey.alchemer.com/s3/2898691/Application-Form-Internship>

The application deadline is **31 August 2023**.

Interviews will be organised **between 5 and 12 September 2023**.

For questions, please contact:

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