



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 December 2023

Duration: 3-6 months, 38 hours a week

Start date: 1 March 2024

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 support the ENCATC External and Internal 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.
- **Supporting the preparation of 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.
- **Supporting event's post communication and documentation** to grasp the whole process involved in events management, from start to finish.
- **Supporting 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.

Requirements:

- Student in final year of studies in Communications or similar, or proven experience in media/communications.



- 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 of 200€,
- Office in Ixelles, Brussels' most convivial neighbourhoods 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](#):

RECRUITMENT PROCESS

- Candidatures that will not fit the criteria announced in the required profile will not be assessed and will not receive any notification from the ENCATC Office.
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- Application Deadline 31 December 2023
- Candidates selected for interview will be notified by 15 January, 2024;
- Round of interviews will take place online from 15 till 30 January 2024;
- Communications of the result of the recruitment process will be announced by 15 February 2024.
- This position starts from 1 March 2024.

ONLINE APPLICATION FORM: <https://forms.gle/JAwac13fxscMNUta9>

Important note: only the applications submitted via the online form will be considered. Please remind to convert all attachments into PDFs to avoid uploading problems. **Applications submitted via email with attachments will not be reviewed or considered for the position.**