

Intern **"MORE EUROPE – external cultural relations/Cultural Diplomacy Platform"**

Start date as early as possible, from 1st of September 2017

The Goethe-Institut Brüssel is looking for an intern to support two of its European projects:

- "*MORE EUROPE – external cultural relations*", an initiative by the Goethe-Institut Brüssel, the British Council, the European Cultural Foundation, the Institut français and Mercator Stiftung; and
- The Cultural Diplomacy Platform, a contract-service of the European Commission, implemented by a consortium led by the Goethe-Institut.

Project Description

The initiative *MORE EUROPE – external cultural relations* (www.moreeurope.org) advocates for structurally establishing culture in the European external affairs. The project promotes the needs of a cultural diplomacy which moves towards mutuality, dialogue and cooperation through public debates, workshops and research.

The Cultural Diplomacy Platform (www.cultureinexternalrelations.eu) is an initiative funded by the European Union, to support the EU institutions in the implementation of the '[EU Strategy for international cultural relations](#)', and carry out activities enhancing the EU's cultural engagement with third countries and their citizens.

Internship Description

The trainee will be involved in all aspects of *MORE EUROPE – external cultural relations* and the Cultural Diplomacy Platform, and will support the management team. In particular, he/she will perform the following tasks:

- Provide organisational and administrative support to the management team and assist in drafting the agendas and minutes of meetings;
- Assist in the logistical, administrative and organisational management of events, and ensure the follow-up with the speakers and participants, including in terms of travel organisation;
- Monitor conferences, events, seminars, activities of the European Parliament, *etc.* in the field of external cultural relations;
- Support the management team with the communication: drafting newsletters, feed the website and social media channels of the initiative, *etc.*

Requirements

- Excellent written and spoken knowledge of English and French;
- Excellent administrative, organisational and planning skills
- Strong interpersonal and communication skills;
- Good knowledge of the EU institutions;
- Good knowledge of main computer softwares (MS office package), notions of website and social medias management, including mass email marketing services (such as MailChimp);
- Keen interest in cultural issues in general, as well as in specific topics such as cultural diplomacy, culture and conflict, Southern Mediterranean Countries, *etc.*;
- Knowledge of main computer software (MS office package).

Beginning of contract/Working Place

- The start date is as early as possible, as of the 1st of September 2017;
- Duration: 6 months (to be discussed);
- Working Place: Goethe-Institut Brüssel.

Interested?

CV and cover letter are to be sent by email **by the 20th of August, 23h59 (Brussels time)** to Ms. Guillemette Madinier (guillemette.madinier@moreeurope.org)