



Introduction

EUNIC is a partnership of national institutions for culture, engaged beyond their national borders and operating with a degree of autonomy from their governments. The EUNIC membership currently includes 36 members from 28 EU countries. The purpose of EUNIC is to create effective partnerships and networks between the participating members, to improve and promote cultural diversity and understanding between European societies, and to strengthen international dialogue and co-operation with countries outside Europe.

EUNIC operates at two complementary levels: The first level consists of the Heads or Directors General of the national institutions based in Brussels, Belgium. The second level comprises clusters of national institutions for culture, based in cities across Europe, cooperating together in common projects. EUNIC Netherlands represents a cluster of EU cultural institution in the Netherlands. EUNIC's members are national bodies based in EU member states who are engaged in activities beyond their national borders and have a degree of autonomy from their national governments.

EUNIC aims to, enhance the radius of action of these organisations by stimulating joint projects and sustaining an international network by stimulating cultural diplomacy. Members include The British Council, The Goethe Institut, Czech Culture Centre, Institut Français, Italian Cultural Institute, Lithuanian Cultural Centre, DutchCulture etc. The secretariat of the cluster currently resides at DutchCulture.

Description

The role of the intern is to support the administration and visibility of the cluster as well as its projects in the Netherlands. It will be based at DutchCulture and the Goethe Institute but regular work visits across the member institutes are expected. The internship would provide a unique

experience to learn from and work with most European cultural institutes within the context of the Netherlands, all with their own unique cultural nuances and operating models. It would provide valuable insight in managing and amplifying cultural projects with many different stakeholders and partnerships.

Profile

This internship is best suited to a student living in or around Amsterdam who is available for a minimum 6 months period as part of, or directly following, studies in Marketing, Communication, Project/Event Management, European or Cultural Studies. This is a full time internship, but could be negotiated. Students with a diverse cultural background are encouraged to apply.

Task description Intern EUNIC Netherlands

1. Support project delivery

- Provide support to the marketing and communication strategy of cluster projects (European Literature Night, European Day of Languages etc).
- Actively participate in the pursuit of new projects with possible new partnerships, while demonstrating an innovative approach
- Support the development of EUNIC promotional materials and other visibility tools
- Encourage and support members and partners to submit content on the website or other relevant channels, and keep this information up-to-date.
- Respond to relevant project related queries from EUNIC members and partners.
- Support website development and/or newsletter

2. Administrative support in the monitoring of the cluster

- Plan the monthly EUNIC meetings throughout the year.
- Prepare the Cluster meeting, draft agenda and send invitations to the members

- Send reminders and the agenda one week before the Cluster Meeting to all the members.
- Answer any enquiry from members.
- Write and distribute the minutes of each Cluster Meeting
- Plan and organize the elections for the presidency
- Maintain our member's mailing list
- Share relevant updates from the Cluster with EUNIC Global and other clusters.
- Prepare the membership fee invoices to members
- Coordinate the collection of the membership fees (send out reminders if necessary).
- Support the drafting of reports and applications for new projects in collaboration with the relevant EUNIC members.

3. Representation and events

- Representatively attend EUNIC Netherlands events and workshops