



VACANCY: EUNIC Netherlands Internship

Deadline of application: 12 May 2022

Duration of internship: July – December 2022

Type of the function: parttime (3 days a week)

Location: member institutes and home office

EUNIC Netherlands

EUNIC Netherlands is the framework through which European national cultural institutes and other cultural representatives of European countries in the Netherlands co-operate in the development of unique multilateral cultural projects and initiatives. It is the Dutch cluster of EUNIC, the European Union of National Institutes for Culture, which groups together European national cultural institutes or other cultural representations collaborate around the globe.

EUNIC Netherlands aims to complement the national role and the cultural programmes of its members with a European and collaborative component. To achieve this, it organises joint actions based on common European interests with the aim of deepening understanding and respect between people. It is a project-driven voluntary organisation, which supports diversity in all its form while at the same time recognising the importance of Europe's common cultural heritage, and aims not to represent individual countries but the European culture as a whole, and to demonstrate the importance of cultural and linguistic diversity in Europe and increase awareness of a common European identity.

Currently, the cluster focuses on several themes including but not limited to fair practices in the cultural sector, multiculturalism, and civic education through joint projects such as [FAIR P\(L\)AY](#), [Series of Lectures on Multilingualism](#), [European Day of Languages](#), etc.

Internship

The role of the intern is to support the administration and visibility of the cluster as well as its projects in the Netherlands. The internship is a joint agreement of the member organisations, work visits across the member institutes are included. The internship provides a unique experience to learn from and work with European cultural institutes and cultural departments of embassies within the context of the Netherlands, all with their own unique cultural nuances and operating models. It provides 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 the 'Randstad' area who is available for a 6-month-period between July – December 2022, as part of, or directly following, studies in European or Cultural Studies, Project/Event Management, Communications and Marketing. The intern is expected to be present 3 days a week. Remote work is possible with the

expectation of physical presence on arranged dates for office visits and events. The preference will be on the candidates who are awarded with an Erasmus+ traineeship grant, but it is not required. There is a stipend available for the internship. Students with a diverse cultural background are encouraged to apply. The coordinating language of the internship is English.

Task description

1. Support project delivery

- Provide support to the organisation, marketing and communication 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 NL cluster 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
- Write and distribute the minutes of each cluster Meeting
- Answer enquiries from members

- Plan and organize the elections for the presidency
- Maintain the 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

Send a CV and a motivation letter to d.gulsahin@dutchculture.nl addressing Dicle Gülşahin with the title "EUNIC Netherlands Internship Application 2022". The deadline for application is **12 May 2022, Thursday**.