



## **VACANCY: EUNIC Netherlands Internship**

**Deadline of application: 5 December 2022**

**Duration of internship: January – June 2023**

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

**Location: member institutes and home office**

### **EUNIC (European Union National Institutes for Culture) Netherlands**

EUNIC Netherlands is the framework through which European national cultural institutes and other cultural representatives of European countries in the Netherlands co-operate to ensure the development of unique multilateral cultural projects and initiatives.

EUNIC Netherlands aims to complement the national role and the cultural programmes of its members with a European and collaborative component. To this end, 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 forms whilst simultaneously recognising the importance of Europe's common cultural heritage. It 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, increasing 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, A Series of Lectures on Multilingualism, The European Day of Languages etc.

### **Internship**

The role of the intern is to assist with 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 and 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, each with their own unique cultural nuances and operating models. It provides valuable insight into 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 January – June 2023, 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.

There is a stipend available for the internship. As EUNIC is a network consisting of international institutions, we thrive in bringing together multicultural perspectives in our programming and in strengthening international collaborations. We encourage applicants of different cultural backgrounds to apply for the position. The coordinating language of the internship is English.

## **Task description**

### 1. Assist with project delivery

- Assist 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
- Assist with the development of EUNIC's promotional materials and other visibility tools, such as various social media channels
- Encourage and assist 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
- Assist with website and monthly newsletter development

### 2. Administrative assistance 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 organise elections for the presidency
- Maintain the members' mailing list
- Share relevant updates from the cluster with EUNIC Global and other clusters
- Assist with 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

Please send a CV and a motivation letter to [info@eunic-netherlands.eu](mailto:info@eunic-netherlands.eu) addressing Dicle Gülşahin with the title "EUNIC Netherlands Internship Application 2023". The deadline for application is **5 December 2022**.