



VACANCY: EUNIC Netherlands Internship

Deadline of application: November 10, 2023

Duration of internship: January – June 2024

Type of function: part-time (3 days a week)

Location: member institutes and home office EUNIC (European Union of 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 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 forms whilst simultaneously recognising the importance of Europe's common cultural heritage. It aims not to represent individual countries but European culture and cultural practices 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](#), [the European Literature Night](#), [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 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. As an intern you take part in the cluster's board meetings and can play a pivotal role in managing and stimulating cultural collaborations and projects.

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 2024**, 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. Students with a diverse cultural background are encouraged to apply. The coordinating language of the internship is English.

Responsibilities

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;
- 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;
- deliver and develop content for website and 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 organise the elections for the cluster presidency
- Maintain the members' mailing list
- Share relevant updates from the cluster with EUNIC Global and other clusters
- 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 support where needed.

Please send a CV and a motivation letter to intern@eunic-netherlands.eu addressing **Simon de Leeuw**, with the title "EUNIC Netherlands Internship Application 2024". The deadline for application is **November 10, 2023**.