

## ***EUNIC Netherlands Internship***

***Deadline of application: April 26, 2024 at 23:59 CEST***

***Duration of internship: July – December 2024***

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

***Location: Amsterdam***

### **About EUNIC Netherlands**

EUNIC Netherlands is the Dutch cluster of the [European Union National Institutes for Culture](#). It is a network of European national cultural institutes and other representations of European countries based in the Netherlands that cooperate to ensure the development of unique multilateral cultural projects and initiatives. EUNIC Netherlands mobilizes its network to stimulate meaningful cultural and artistic relations between the Dutch cultural field and European peers. We promote long-lasting and sustainable creative exchange and subscribe to the [principles of cultural relations](#). Our aim is to build fair partnerships by practicing mutual listening and learning and engaging in dialogue, co-creation, and joint capacity-building.

We emphasize the value of **creativity** to celebrate and bridge differences, expand imaginations and create opportunities for learning. We stand squarely for **equality** and against exclusion and injustice. We value **sustainability**, both in terms of our relation to the planet as well as to the nature of the cultural connections we make.

Currently, the cluster focuses on various [projects](#) including the [European Literature Night](#), Europe's Finest Hours, and the European Day of Languages.

### **The 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 organizations and includes work visits across the member institutes. 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 play a pivotal role in managing and stimulating cultural collaborations and projects.

### **Profile**

The internship is best suited to a student living in the 'Randstad' area who is available for a 6-month-period between July – December 2024, as part of, or directly following, studies in European Studies, Cultural Studies, Project/Event Management, Communications and

Marketing. The intern is expected to take initiative, and work to contribute to different project teams throughout the internship.

The intern is expected to be present 3 days a week, and will mostly be working from the office spaces of DutchCulture and the Goethe-Institut in Amsterdam, but we offer opportunities to work at our members' offices in The Hague and Utrecht, too. 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 from all cultural backgrounds are encouraged to apply. The coordinating language of the internship is English.

## **Responsibilities**

### *1. Communications and project delivery:*

- a. provide support to the organization, marketing and communication of cluster projects (notably the European Day of Languages);
- b. respond to relevant project-related queries from EUNIC members and partners;
- c. support the development of EUNIC promotional materials and other visibility tools;
- d. encourage and support members and partners to submit content for the website and other relevant channels;
- e. keep the website and social media channels up to date;
- f. create and deliver the monthly newsletter;
- g. contribute to the streamlining, development and growth of our online outreach.

### *2. Cluster administration*

- a. plan and prepare the monthly EUNIC NL cluster meetings (draft the agenda, send invitations to the members, take and distribute minutes, etc.);
- b. share calls for action and project updates to the members;
- c. answer enquiries from members;
- d. maintain the members' mailing list.

In addition to the tasks described above, we are always keen to offer room to jointly define additional learning objectives and related activities, in line with the intern's academic and/or professional interests.

## **How to apply and timeline**

Please send a complete application including a CV and a motivation letter to [intern@eunic-netherlands.eu](mailto:intern@eunic-netherlands.eu) addressing Simon de Leeuw, with the title "EUNIC Netherlands Internship Application". **The deadline for application is April 26, 2024 at 23:59 CEST.** Incomplete applications or applications received after the deadline will not be considered eligible. Applicants will be informed between May 13 and 18, with online interviews scheduled to take place between May 20 and 31.