

<b>The Intermediary Body</b>	<p><b>"Partners 4 Value"</b> under the leadership of UNDP Lithuania</p> <p><u>Address:</u>                  Labdarių str. 5 (2nd floor), Vilnius 01120, Lithuania</p>
<b>The Receiving Organisation</b>	<p>Name of the Organisation/Company (in English), official status</p> <p><b>European Festivals Association (EFA), Gent, Brussels, Belgium</b></p> <p>Web page: <a href="http://www.efa-aef.eu/">http://www.efa-aef.eu/</a></p>
<b>Short Information on Receiving Organisation's Profile</b>	<p>The European Festivals Association is the umbrella organisation for festivals across Europe and beyond. The oldest cultural network in Europe, it was founded in Geneva, Switzerland, in 1952 as a joint initiative of the eminent conductor Igor Markevitch and the great philosopher Denis de Rougemont. Since its foundation, the Association has grown from 15 festivals into a dynamic network representing more than 100 music, dance, theatre and multidisciplinary festivals, national festival associations and cultural organisations from 43 countries.</p> <p>The aim of the European Festivals Association is to support festivals, promote festivals' significance and their important role in international cultural cooperation and societies today. Therefore, EFA seeks primarily to:</p> <ul style="list-style-type: none"> <li>- coordinate the efforts of its members;</li> <li>- facilitate cooperation and co-production;</li> <li>- set common policy;</li> <li>- promote multidisciplinary tendencies;</li> <li>- underline the state of art in society;</li> <li>- act prominently in the wider political debate.</li> </ul>

## PROPOSED INTERNSHIP OVERVIEW

Number of students for internships in the period August, 2013 – January, 2014	1-2
Preferred starting date/-s:	August, 2013 (exact dates to be negotiable)
Duties, responsibilities and tasks of intern/-s:	<ol style="list-style-type: none"> <li>1. Communication Assistant (Gent, Brussels) (for more information see below)</li> <li>2. Project Assistant, European House for Culture (Brussels) (for more information see below)</li> </ol>
Minimum study level:	Last year of Bachelor studies / Master studies
Study Areas/Specialization:	<ol style="list-style-type: none"> <li>1. Cultural Studies, Humanities, Communications, Administration or equivalent</li> <li>2. Cultural Studies, Political studies, Humanities, Communications, Administration or equivalent</li> </ol>
Desired Qualifications and Skills (Desired profile):	<p><u>1. Communication Assistant:</u></p> <ul style="list-style-type: none"> <li>• have a passion for culture and/or communication;</li> <li>• have an academic background: student in Cultural Studies, Humanities, Communications, Administration or equivalent;</li> <li>• have a strong affiliation to the internet and social media tools;</li> <li>• have the ability to work under pressure and meet deadlines;</li> </ul>

	<ul style="list-style-type: none"> <li>• have a working knowledge of MS Office;</li> <li>• have a working knowledge of English; knowledge of Dutch, French, German or other language an asset;</li> <li>• have excellent communications and interpersonal skills;</li> <li>• be a team player but able to work independently;</li> <li>• be a quick learner with a “can-do” attitude.</li> </ul> <p><u>2. Project Assistant, European House for Culture:</u></p> <ul style="list-style-type: none"> <li>• European House for Culture – <a href="http://www.houseforculture.eu">www.houseforculture.eu</a> : Search for news, research on EU institutions, assisting in regular partners and members’ meetings and public activities, internal news;                  Goal: implement effective flow of information / communication between EHfC &amp; members &amp; partners / implement tools for engagement of members &amp; partners.</li> <li>• A Soul for Europe – <a href="http://www.asoulforeurope.eu">www.asoulforeurope.eu</a> : internal communication between offices and strategy group, Advisory Board Parliament meetings: preparation documents, drafting memos, preparing communications;                  Goal: preparation &amp; follow up ABPWG meetings and assistance in the preparation of the APWG participation in the Berlin Conference.</li> <li>• Access to Culture Platform <a href="http://www.access-to-culture.eu">www.access-to-culture.eu</a> : documents editing, research, transcripts of meetings, assisting in update site, assisting in setting up working group meetings, agenda, documentation, drafting supporting documents;                  Goal: preparation and follow up of the work of the Audience participation Working group Contact Database update: Research; update.</li> <li>• Additional tasks negotiable depending on knowledge and background of intern.</li> </ul>
Duration of the Internship:	minimum 4 months (full-time)
Working Language of Receiving Organisation:	<input type="checkbox"/> <b>English Yes</b> <input type="checkbox"/> German <input type="checkbox"/> French <input type="checkbox"/> <b>Other (knowledge of other languages is an asset)</b>
Additional Language Requirements (if applicable)	Knowledge of other languages is an advantage.
Required documents to be sent to receiving Organisation:	The number of pre-selected candidate CVs <input type="checkbox"/> <b>Yes</b> The summary of pre-selection and final score <input type="checkbox"/> Transcript of academic records <input type="checkbox"/> Motivation Letter <input type="checkbox"/> <b>Yes</b> Other <input type="checkbox"/>
Is there any additional (financial, logistical, other) support provided to intern by Receiving Organisation	
Comments:	

## COMMUNICATION ASSISTANT (Gent and Brussels)

The European Festivals Association (EFA) offers internships at a regular basis with focus on all communication and PR related activities of an international cultural network and membership organisation. EFA is the umbrella organisation for festivals across Europe and beyond. After 60 years, the Association has grown into a dynamic network representing more than 100 music, dance, theatre and multidisciplinary festivals, national festivals associations and cultural organisations from about 40 (mainly European) countries.

### You contribute to the mission of EFA

EFA is committed to make the voice of festivals and culture heard and to raise awareness of the importance of culture in our societies today. The communication strategies are driven by this overall mission. Being a membership organisation and an advocacy network, EFA engages in internal and external communication activities. EFA has to be up-to-date about the activities of its members and partners at all times in order to improve and fine-tune its services. At the same time, it is key to know the sector and its development. EFA can make use of a large network that includes partners from all over Europe and beyond.

### Your task

Under the supervision of the EFA Communication Manager and Secretary General, the intern is assisting the communication manager in daily activities as well as specific projects.

### Your responsibilities within the EFA team:

- Website and Web 2.0: updating EFA website and facebook (and other Web 2.0 tools);
- News: Search for news (EU pages, EY, EFA partners' sites); drafting and publishing of news;
- Newsletter: Search for news, drafting of content, layout;
- Translation (depending on language skills): Newsletter; press releases; documents;
- EU Helpdesk: Research; attending info day; update;
- Meetings: reports, minutes, transcripts;
- Research tasks: in the frame of different activities;
- EFA publications: transcripts;
- Additional tasks negotiable depending on knowledge and background of intern.

### You should:

- have a passion for culture and/or communication;
- have an academic background: student in Cultural Studies, Humanities, Communications, Administration or equivalent;
- have a strong affiliation to the internet and social media tools;
- have the ability to work under pressure and meet deadlines;
- have a working knowledge of MS Office;
- have a working knowledge of English; knowledge of Dutch, French, German or other language an asset;
- have excellent communications and interpersonal skills;
- be a team player but able to work independently;
- be a quick learner with a "can-do" attitude.

### EFA offers

- a full-time internship of min. 4 months in Ghent and Brussels/Belgium (exact dates negotiable);
- working in a renown European cultural association;
- insight into the work of a major European cultural network and membership organisation;
- working closely with major partners from all over Europe and beyond;
- an inspiring international working environment;
- working in a small and dynamic team.



## PROJECT ASSISTANT, EUROPEAN HOUSE FOR CULTURE (Brussels)

The European House for Culture (EHfC) in Brussels offers internships at a regular basis with focus on all project related activities of an international cultural platform. The European House for Culture is an initiative set up by the European Festivals Association (EFA) to bring the dynamics of individuals – members of the EHfC – and the power of networks – Partners of the European House for Culture, together in a project for a cultural Europe.

### You contribute to the mission of the EHfC

EHfC is committed to engage a broad package of activities together with colleague networks to make the voice of the cultural sector heard more loudly on a European level. The projects strategies are driven by this overall mission. Being a physical meeting place, and a think tank of high-level personalities at the same time, the EHfC engages in projects with its members on the one hand, and on a broader sectorial level with partners on the other. Its close connectivity with European institutions favours its effectiveness.

### Your task

Under the supervision of the Project Managers and Board members, the intern is assisting the project managers in daily activities as well as specific projects.

### Your responsibilities within the team

- European House for Culture – [www.houseforculture.eu](http://www.houseforculture.eu) : Search for news, research on EU institutions, assisting in regular partners and members' meetings and public activities, internal news;  
Goal: implement effective flow of information / communication between EHfC & members & partners / implement tools for engagement of members & partners.
- A Soul for Europe – [www.asoulforeurope.eu](http://www.asoulforeurope.eu) : internal communication between offices and strategy group, Advisory Board Parliament meetings: preparation documents, drafting memos, preparing communications;  
Goal: preparation & follow up ABPWG meetings and assistance in the preparation of the APWG participation in the Berlin Conference.
- Access to Culture Platform [www.access-to-culture.eu](http://www.access-to-culture.eu) : documents editing, research, transcripts of meetings, assisting in update site, assisting in setting up working group meetings, agenda, documentation, drafting supporting documents;  
Goal: preparation and follow up of the work of the Audience participation Working group Contact Database update: Research; update.
- Additional tasks negotiable depending on knowledge and background of intern.

### You should

- have a passion for culture Europe;
- have an academic background: student in Cultural Studies, Political studies, Humanities, Communications, Administration or equivalent;
- have a strong affiliation to the European Union institutions and political backgrounds;
- have the ability to work under pressure and meet deadlines;
- have a working knowledge of MS Office;
- have a working knowledge of English; knowledge of Dutch, French, German or other language an asset;
- have excellent communications and interpersonal skills;
- be a team player but able to work independently;
- be a quick learner with a "can-do" attitude.

### The EHfC offers

- a full-time internship of min. 4 months in Brussels/Belgium (exact dates negotiable);
- working in a renown European cultural association and partner networks;



- insight into the work of a major European cultural network and membership organisation;
- working closely with major partners from all over Europe and beyond;
- an inspiring international working environment;
- working in a small and dynamic team.

