

## INTERNSHIP RECRUITMENT IS OPEN

We are looking for a motivated student or recent graduate to join our team in Brussels for at least 6 months (you need to be enrolled at the time of applying).

### General information

- Duration: 6, 9 or 12 months
- Commitment: Full-time
- Description: The European Historic Houses is an umbrella association covering 27 national associations of privately-owned historic houses. Our main office is in Brussels, Belgium, within the EU quarter. We aim at raising awareness and advocating at a European level about private cultural heritage. The Association defends the preservation, conservation, and transmission of heritage houses and represents 50.000 of them throughout Europe. To do so, the association gathers policy and European project activities.
- Compensation: Erasmus+ grant ( traineeships, graduate exchange) + Transport

Your traineeship will be focused on communications, including website management, social media, press releases, etc. However, being in a small team will allow you to become skilled in other fields combining cultural project management, EU policy coordination, administration, and the front desk. Joining our Brussels-based team, you will assist in the day-to-day management of the European Historic Houses Association, supporting the work vis-à-vis European institutions and members' organisations. You will be working closely with international cultural and political organisations as well as the EU institutions (political groups, EU Parliament, EU Commission, Committee of the Regions).

### Tasks

As a trainee, you will have the possibility to assist and develop your skills in the following:

#### Communication (MAIN)

- Articles and press releases
- Website management (WordPress)
- Newsletters (Mailchimp)
- Social media management (Facebook, Twitter, Instagram, LinkedIn)

#### Administration/Management (SUPPORT)

- Manage general emails and calls
- Database management
- Accounting and follow-up of contracts and invoices with contractors

## Administrative support to President and Vice-Presidents Event Organisation (SUPPORT)

- Support in the organisation of meetings in Brussels and abroad (annual General Assembly and Conference, NextGen Conferences, workshops and seminars): booking rooms and contacting providers, sending invitations and reminders, participant lists, on site support Coordination of the European Heritage Weeks

## Project Management (SUPPORT)

- Project applications and implementation (application, budget, relationships with partners, content, evaluation)
- EU projects drafting and implementation
- Helping with drafting project deliverables (we currently work on Erasmus+, Creative Europe and Capacity Building projects such as CHARTER Alliance, METAHERITAGE, MERITA and CLIP-COME; and are sending applications for other calls)
- Virtual projects

## NextGen membership Cultural Policy (SUPPORT)

- Follow-up on relevant European policy schemes
- Participation in important events (Voices of Culture meetings, Summits on Cultural Heritage etc.)

## Qualification/Education

- Bachelor's or Master's Degree in a related field (Culture, Communication, Administration, Policy)
- You master the Microsoft Office Pack
- Excellent command of English is required
- An additional EU language, notably French would be appreciated