

## INTERNSHIP OPPORTUNITIES WITH CUMEDIAE available

**[STARTING DATES:]**

**01/08/2016 – 01/09/2016 – 01/11/2016 – 09/01/2017**

### 1. About the organization

Organization:	Culture & Media Agency Europe, aisbl (CUMEDIAE)
Field/sector:	Arts & Cultures
Description:	CUMEDIAE (Culture and Media Agency Europe, aisbl.), is an international non-profit agency providing consultancy services in the field of Creative and Cultural Industries. CUMEDIAE has been involved in a wide range of international corporation projects in various capacities. Whether it is finding the right partners for projects, or the development and support for internationalized projects, CUMEDIAE adds value and impact to achieve project or organizational goals. CUMEDIAE leads its own projects such as our interactive platform Culture Agora, which is probably the largest source of up-to-date information on availabilities of opportunities in the sector in Europe.
Address:	We operate in Brussels, Belgium and have a professional network throughout Europe with which we interact regularly. Our office is located on Chaussee de Wavre 220-1050 Ixelles with easy access to public transportation (metro, train and bus).
Website:	<a href="http://www.cultureagora.info/en/home">http://www.cultureagora.info/en/home</a> <a href="http://www.culture-media.eu/index.php/en/">http://www.culture-media.eu/index.php/en/</a>

### 2. Job description

We have spaces for unpaid internships (usually candidates have access to other funding sources such as Erasmus +) for smart, hardworking and creative young persons who would like to have first-hand experience supporting projects and organizations in the Cultural and Creative Industries network in the heart of the EU area.

Each Intern will have the opportunity to develop and improve general communications skills, content management and administrative support. Additionally, the interns can apply for more specialized functions such as:

<b>Communications and Marketing</b>	<p>Functions Include:</p> <ul style="list-style-type: none"> <li>• Communications support such as the development of website related features, and monitoring online usage</li> <li>• Contributing to the sharing of audiovisual content through our own platform and in relevant spaces</li> <li>• Facilitating the increased visibility of employment opportunities and activities in the cultural and creative industries</li> <li>• Assisting the communications manager in writing press-releases, editing content and developing well designed output on behalf of CUMEDIAE</li> </ul>
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<b>Project and Business Development:</b>	<p>Functions Include:</p> <ul style="list-style-type: none"> <li>• Supporting the development of new initiatives</li> <li>• Gaining practical experience working on project development including contributing to the team developing EU funded project proposals</li> </ul>
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<b>Creative Development</b>	<p>Functions Include:</p> <ul style="list-style-type: none"> <li>• For applicants with specialized knowledge in design such as knowledge of InDesign, Web Development, Web Management there are opportunities to work on projects to enhance the visual appeal of our activities.</li> <li>• Creating flyers, designing information sheets, video recordings and video design</li> </ul>
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### 3. Required profile

Preferred field of studies	<ul style="list-style-type: none"> <li>- Languages/International Relations/Political Sciences</li> <li>- Communication/Social Media Management</li> <li>- Cultural management/Economics/Business</li> </ul>
Language skills	<ul style="list-style-type: none"> <li>- English: essential</li> <li>- Any other EU language is welcome</li> </ul>
Computer skills	<ul style="list-style-type: none"> <li>- Able to use efficiently the basic Office suite</li> <li>- Good command of the Internet and the social media</li> <li>- Graphic design, photo et video tools (Photoshop, InDesign, etc.) would be an asset</li> </ul>
No work experience yet ?	<ul style="list-style-type: none"> <li>- No worries! Tell us about the cultural blog that you are managing, your volunteer work with a club in your neighborhood, or even that summer you spent in Barcelona.</li> </ul>

### 4. Logistical details

Starting date:	<ul style="list-style-type: none"> <li>- ASAP</li> </ul>
Length:	<ul style="list-style-type: none"> <li>- We offer short and long-term internship opportunities.</li> <li>- We recommend a 3 to 6 month commitment for the maximum benefit of our internship program, but feel free to communicate with us if your individual situation requires flexibility.</li> </ul>
Unpaid But lots to offer:	<p>The internship is for the moment UNPAID. <b>BUT! Do not get discouraged by this.</b>  <b>We have plenty to offer, like:</b></p> <ul style="list-style-type: none"> <li>➤ You will be joining an amazing team, that is eager to work and loves having fun too</li> <li>➤ We are located in the heart of Brussels, close to all the EU institutions</li> <li>➤ If you are passionate about one area in particular, we will give you the time for you to attend any conference or formation that you want to</li> <li>➤ Good professional experience for a future in the cultural sector</li> </ul>

# CUMEDIAE

Interested?	Get in touch via <a href="mailto:info@culture-media.eu">info@culture-media.eu</a> and don't forget to include: <ul style="list-style-type: none"><li>- A cover letter</li><li>- A CV</li><li>- Optional: letters of recommendation; a video, a PowerPoint presentation, or something else that shows off you and your personality (This is your chance to wow us.)</li></ul>
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