

České centrum Rotterdam

Department/Division: Czech Centre Rotterdam

Czech Centres are a contributory organisation of the Ministry of Foreign Affairs of the Czech Republic, established to promote the Czech Republic abroad. The network of Czech Centres abroad is an active tool of the foreign policy of the Czech Republic in the area of public diplomacy and culture.

Position title: Intern

Position purpose:

Duties and responsibilities: - Separate CC management (Facebook and Instagram) and PR co-operation (invitations and other printed matters)

- Ensuring the activities of the Czech Center, communication with the network of partners;
- Communicating with visitors to the Czech Center;
- Media responses, press releases, photographic documentation;
- Administrative tasks connected with daily operation of the Czech Center.

Qualifications

Field/s of study:

- Humanities (except languages)
- Fine arts
- Languages
- Literature and linguistics
- Marketing and advertising
- Management and administration
- Philosophy and ethics

Level of study: not relevant

Professional competencies: We expect:

- Excellent knowledge of both Czech and English by both word and letter (minimum C1);
- General cultural overview and interest in art;
- Good knowledge of PC, graphics and social media;
- Independence, responsibility, communication, creativity, diligence, sense of teamwork, reliability and own initiative;
- Photographic documentation of CS events.

Key competencies/Language skills:

- English - Upper intermediate (Required)

Key competencies/Computer skills:

- Word processing - Independent user

Key competencies/Other:

- Responsibility
- Scheduling & Coordinating
- Creative Thinking

How to apply

Please send CV, cover letter, Certificate of English Exam by 20/11/2018 at the latest.

Facts

Economic sector: Activities of extraterritorial organizations and bodies

Size: staff 1 to 20

Working language/s: Czech, Dutch, English

Type of work placement: Internship

City/Country: Rotterdam Netherlands

Earliest start date: 07/01/2019

Latest start date: 07/01/2019

Duration: 3-12 months

Remuneration:

Financial contribution: 0 EUR/month

Contribution in kind:

- none

Application

Required application documents: CV, cover letter, Certificate of English Exam

Application deadline: 20/11/2018