

## České centrum Brusel

Department/Division: České centrum BRUSEL

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:** Writing texts and translations, web administration

We offer trainees:

- Interesting and motivating work in a small dynamic team
- space for own initiative
- cooperation with leading Czech artists and important Belgian institutions / festivals
- Access to selected cultural events

### Qualifications

**Field/s of study:**

- Fashion, interior and industrial design
- Fine arts
- Literature and linguistics
- Journalism and information
- Languages
- Work skills
- Sociology and cultural studies

**Level of study:** not relevant

**Professional competencies:** - Excellent knowledge of Czech and French, English or Dutch advantage

- writing and translating texts about cultural events from Czech to French + English
- experience in organizing cultural events
- MS Office experience
- management of social media
- autonomy, communicativeness, creativity, sense of teamwork

**Key competencies/Language skills:**

- English - Upper intermediate (Required)
- French - Upper intermediate (Preferred)
- Czech - Advanced (Required)

**Key competencies/Computer skills:**

- Word processing - Independent user

**Key competencies/Other:**

- Responsibility
- Creative Thinking
- Communication

### How to apply

Please send CV, cover letter 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, French, English

**Type of work placement:** Internship

**City/Country:** Brussel Belgium

**Earliest start date:** 01/01/2019

**Latest start date:** 01/09/2019

**Duration:** min. 3 months

**Remuneration:**

**Financial contribution:** 0 EUR/month

**Contribution in kind:**

- none

### Application

**Required application documents:** CV, cover letter

**Application deadline:** 20/11/2018