

February 2024

Business Development and Communications Intern

EFFEKT Arkitekter, ApS

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Liv Elbirk

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EFFEKT is seeking an ambitious and dedicated intern to join our Business Development and Communications Team based in Nørrebro.

As a Business Development and Communications Intern you will be an integral part of The Business Development and Communication Team and you will assist the team in solving a variety of tasks during our busy workday. You will be working from our office at Blågårdsgade and joining a vibrant office, with many social events and activities.

We are looking for a person with a broad interest in communication and the business side of the creative industry, who thrives with different working tasks.

Primary responsibilities to include:

- Give active support to the Business Development and Communications Team
- Assist in the launch of new projects, e.g. copywriting for our digital channels as well as updating our website backend
- Monitor media coverage, share reports after project launches and archive press clippings
- Vetting and coordination lecture/speaking opportunities
- Exhibition vetting/coordination
- Award submissions and monitoring
- Press inbox coordination
- Social Media posting and maintenance
- Prepare and maintain CVs, project material, presentation material, standard forms, etc.
- Translate, edit and proofread project material
- Update and maintain databases
- Market research for possible tenders and client and consultant teaming
- Assist in preparing responses to tenders, PQs, pitches, both domestic and international
- Assist in research in relation to new projects, domestic and international

Qualifications and competencies sought:

- You are a student in Communications, Business, Architecture, Design or the like
- You are fluent in Danish and English, oral as well as written (fluency in additional language(s) is also a plus) and have great communication skills
- You have an eye for graphic design, with a proficiency in MS Office and Adobe CS (especially InDesign)
- You have a natural interest in architecture, business development and communications
- You are able to stay focused in a busy and ad-hoc work environment
- You have a keen attention to detail
- You work efficiently and have a proactive approach to assignments
- You work independently and are an excellent organizer of your tasks
- Experience with data management and a CRM Client Management Software is a plus

Application

The intern position is full-time from August 2024 - January 2025 and/or according to your school's requirements, we have a flexible working schedule to work around school and private commitments. The application deadline is June 15, 2024, however applications and interviews will be conducted on a continual basis.

Please send a letter of motivation and CV through this [link](#). All applications are treated confidentially and according to The EU General Data Protection Regulation (GDPR).

If you have any questions, please direct them to Liv Elbirk at le@efeekt.dk with the subject line "Business Development and Communications Intern".

About EFFEKT

EFFEKT is multidisciplinary research and design studio working in the intersection of urbanism, architecture, landscape and design. Through our work we aim to inspire and implement solutions to help solve some of the major global challenges, eventually enabling a better everyday life for people and the planet. In our studio in Copenhagen we currently employ 50 people of mixed cultural and educational background.

To learn more about EFFEKT please visit our [website](#) or social profiles.