

Internship: STEP

Location : Amsterdam
Closing date : 30 November 2016
Contract : 6 months, 0.6 FTE (3 days a week)
Start date : February 2017

The European Cultural Foundation (ECF) bridges people and democratic institutions by connecting local cultural change-makers and communities across wider Europe.

ECF is both a grant-making and operational foundation. Within ECF's programmes we are looking for an intern to assist with our STEP Beyond travel grants.

Through STEP Beyond travel grants, we fund emerging artists and cultural workers to explore and to exchange views, skills and inspiration in 59 different countries across the European Union and the wider European neighbourhood.

Tasks

Reporting to Project Officer Grants.

STEP Beyond travel grants

- Keep contact with a large number of international applicants and grantees and manage STEP Beyond on ECF digital spaces;
- Process incoming applications and offering input in selecting grants award;
- Assist in the administrative procedures of the grant scheme;
- Offer input for the development of the grant scheme;
- Produce communications material about the grant scheme when needed.

Personal Research

- During the second half of the internship period you will carry out your own research, conduct and present a piece of research on a topic that reflects both the internship experience at ECF and the subject of the studies at the University.

You

- Are a BA or MA student (you must be a registered student throughout the duration of the internship);
- Have good organizational skills, attention to detail and are not afraid to approach people, both internally and externally;
- Have an affinity with culture and discourse around culture and society on an international level;
- Are fluent in English;
- Have a good knowledge of the history and geography of the European continent;
- Enjoy learning new things, and are flexible with a hands-on approach;
- Are computer-proficient; some administrative experience is an asset.

You must have a valid work permit for the Netherlands (according to Dutch Labour Law)

You will receive a fee/reimbursement of costs amounting to 375 Euros gross per month, based on 3 days (22.5 hours) a week, from which the internship provider will pay the social security premiums, wage tax and national insurance contributions that are due.

The ECF strives to be an equal opportunities employer and to see that the make-up of its staff is diverse and representative of society. The ECF welcomes applicants from a wide variety of backgrounds.

Please apply in English by e-mail, enclosing a CV and motivation letter to Wendy Freijzer, HR Assistant (wfreijzer@culturalfoundation.eu) by close of business on 30th November.

We will need a support letter from your study programme coordinator/your university. If it is not possible to get this by 30 November it can be forwarded until 9 December.

NB: living in Amsterdam is very expensive and accommodation can be hard to find. Please consider this when applying from outside The Netherlands.