MUSEUM FOR THE UNITED NATIONS.

UN:LIVE

CALL FOR INTERNS
SPRING 2024

Deadline 3rd November 2023
UN Live is a global institution for the people and for the world. We are live across the globe to connect people everywhere to the values and work of the United Nations - towards a more sustainable, just, and equal future.

We work in close collaboration with the United Nations – but remain independent from the UN. You can learn more about our work and mission here.

The Museum for the United Nations – UN Live is looking for two passionate and resourceful interns to support our interdisciplinary team working to drive action through culture. The two positions are:

- Programme Intern
- Partnership and Fundraising Intern

The successful candidates will be part of a strong team of motivated professionals, with a diversity of educational backgrounds and nationalities and located in a growing number of locations around the world. The internship programme has been established with a view to enhancing students and recent graduates’ practical knowledge in the areas of public social engagement, cultural programming, and global cooperation towards achieving the Sustainable Development Goals.

We are currently hiring for the first half of 2024, starting 1 February and ending on 30 June 2024 (we can accommodate a flexible start date for the right candidates).
WE ARE LOOKING FOR A: PROGRAMME INTERN

KEY RESPONSIBILITIES

- Supporting the development, coordination and implementation of UN Live’s programmes
- Development of planning materials including project plans, timelines, checklist etc.
- Development of programme pitch decks and presentations
- Building relationships with, and coordinating, a diverse group of key stakeholders globally incl. facilitators and host organizations
- Supporting the invoicing and budgetary processes
- Providing general support to UN Live’s programming teams

In addition, you will equally support logistical planning and performing administrative tasks related to the team and team culture. For all team members, we anticipate an active contribution in both meetings, workshops, and the everyday activities of the team, including giving your inputs on UN Live’s strategic direction and development.

PROFILE

- A passion for the United Nation’s values and work including the SDGs and an interest in being part of a social impact-driven, global environment
- Strong analytical skills and a problem-solving attitude
- High degree of structure and attention to detail
- Exceptional writing skills in English
- Both an ability to take initiative and work independently, as well as an ability to work as part of a multidisciplinary team
- Ability to keep track of many moving parts, whilst keeping sight of the overarching goal
- A personality that helps build an engaging, fun, productive and inclusive environment for the organization
- A drive to learn quickly and be challenged with increasing levels of responsibility

Candidates who are enrolled in, or have recently graduated from, one of the following fields of study are encouraged to apply: Social Sciences, Behavioural Science, Social Entrepreneurship, Business Management, Communications, Journalism, Marketing, Public Relations, or Environmental Science. Please note that this list is not exhaustive, so if you meet the above requirements and are enrolled in or have graduated from a different faculty, you are encouraged to apply.
WE ARE LOOKING FOR A: PARTNERSHIP AND FUNDRAISING INTERN

KEY RESPONSIBILITIES

• Analysis and research related to partnership and fundraising opportunities and development
• Development of engaging partnership materials for outreach and relationship management
• Development of pitches, partnership proposals and evaluation reports
• Early development of and design contributions to UN Live’s pipeline programmes incl. conceptualization and impact models
• Development of grant reports and funder communication
• Content and logistical support for partnership and programme event planning, incl. fundraising events, trips, seminar participation etc.
• General support for partnerships management and coordination, incl. fundraising database and administration

In addition, you will equally support logistical planning and performing administrative tasks related to the team and team culture. For all team members, we anticipate an active contribution in both meetings, workshops, and the everyday activities of the team, including giving your inputs on UN Live’s strategic direction and development.

PROFILE

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• Both an ability to take initiative and work independently, as well as an ability to work as part of a multidisciplinary team
• Ability to keep track of many moving parts, whilst keeping sight of the overarching goal
• A personality that helps build an engaging, fun, productive and inclusive environment for the organization
• A drive to learn quickly and be challenged with increasing levels of responsibility
• Experience in partnerships work, fundraising and outreach is considered a significant advantage

Candidates who are enrolled in, or have recently graduated from, one of the following fields of study are encouraged to apply: Social Sciences, Behavioural Science, Social Entrepreneurship, Business Management, Communications, or Environmental Science.

Please note that this list is not exhaustive, so if you meet the above requirements and are enrolled in or have graduated from a different faculty, you are encouraged to apply.
WE OFFER INTERNS AN IMPACTFUL LEARNING OPPORTUNITY

**Working hours:** The intern will be engaged on a full-time basis of 37 hours per week.

**Location:** Our headquarters is in Copenhagen, Denmark but we are open to candidates globally, and are flexible with remote working.

**Compensation:** This is a paid internship with a monthly compensation (this does not cover full living costs and requires complementary funds form e.g., scholarships)

**Language skills:** Fluency in English is required (English at the level of C1 or higher in the CEFR system). Additional UN language is considered an advantage.

**Possibility for long-term engagement:** Should there be a mutual wish and need on the parts of both intern and UN Live to continue working together, there is a possibility for the intern to extend the affiliation with UN Live post-internship.

**Learning outcomes:** We will work together with the intern in the initial weeks of the programme to define specific learning outcomes the intern wishes to achieve.

**Feedback:** The intern will have two main points of contact within the organisation with whom they can monitor and discuss their experience and development:

1. A team manager who will be responsible for day-to-day management, sparring and feedback
2. An intern mentor who will be responsible for ongoing support, including as related to personal development and building the intern’s strategic role in the organisation

Experience and evaluation conversations will happen at regular check-ins with the supervisor and/or mentor.
To apply, please submit your application in English as a combined PDF with:
- A cover letter stating your motivation to undertake an internship at UN Live
- CV
- Academic transcripts

Letter(s) of reference(s) are optional. We ask you to please refrain from using a photo in your application.

Applications should be sent to: info@museumfortheun.org. Please enter the subject line as [full name], INTERN APPLICATION [Programme/Partnerships].

The **deadline for submissions is Friday, 3rd of November 2023.** Please note that candidates will be invited for interviews on a rolling basis.

We strive to create an inclusive working environment that welcomes everyone, no matter their background. We believe that our unique differences are what makes our team stronger and encourage everyone who fulfills the qualifications outlined above to apply.

If you have questions related to the position or the application process, please reach out to Cintia Bartus, our Operations Associate at cintia@museumfortheun.org.

We look forward to hearing from you!
Thank you.
UN Live - Museum for the United Nations is a museum for the people and for the world. We are live across the globe to connect people everywhere to the values and work of the United Nations - towards a more sustainable, just and equal future. To do this, we must ultimately build a new sense of global belonging – a 'Global We' - that unites us in taking positive action. And we need to bring everyone along.

There is no time to waste. We need new and better ways to engage people everywhere and at scale. Backed by science, we know that culture is a powerful – yet still untapped - way to meet people in their everyday lives, through the things they are already passionate about, to drive behaviour change.

Whether through film, art, faith, sports, games, comedy, or beyond, culture has the power to unite us, make us relate to new issues and see the world - and our role in it - in a new light. It can inspire each of us to make small changes, the key to making a global impact, together.

And by doing this, inciting influential leaders who can accelerate sustained and systemic change.

So, we unleash the power of culture to ignite positive action.

In partnership with powerful organisations and brands, we catalyse large-scale cultural experiences and programmes, designed for people to realise their own power to make their mark, no matter their location, background or leanings. As a borderless and unconventional museum, with a physical hub to be located in Copenhagen, we are open and live for people and ideas everywhere. We drive actions, rather than showcase artefacts.

The blue fingerprint of UN Live is a sign of commitment. A way for people to make their mark and see their engagement alongside others’. The journey from feeling like just a drop in the ocean to seeing yourself as part of a wave of collective, global action, is the most important step to shaping a hopeful future.