

The Czech Center Vienna (CCV) is a member of network of Czech centers, an agency founded by the Czech Ministry of Foreign Affairs to promote Czech Republic abroad to support Czech interests in 22 cities across 3 continents.

The mission of Czech Centre Vienna is to actively promote the Czech Republic by showcasing Czech culture in Austria and Switzerland. We are a member of EUNIC (European Union National Institutes for Culture).

We are looking for motivated student to reinforce our team in next **6 months** starting in **August 2015** on the position of

Intern, responsible for EUNIC Austria activities (f/m)

Your Responsibilities

- Administrative support and management of projects organized by EUNIC (cluster Vienna)
- Close cooperation with representatives of cultural institutes/cultural attachés of EUNIC member countries
- Organization of meetings, communication with external partners
- Writing text, translating, assistance to the Director of Czech Centre Vienna
- Accompaniment of projects from the idea until their realization

Qualifications

- Excellent oral and written command of German (min. level C1) and English (min. level B2), is necessary, other languages (Czech, Slovak) are regarded as an advantage
- Strong communicating skills
- Well organized and capable of coordinating projects
- Basic experience in event management
- Hands-on mentality, reliable and responsible, well-structured and accurate way of working

We offer

- Excellent possibility to take part at the negotiations and project organization within multinational cooperation in the frame of EUNIC
- Interesting working environment, diverse responsible work
- Support from an experienced international team

Internships in the Czech Centre Vienna are full time and unpaid, however interns may receive stipend from the Erasmus Programme at their university. Students should check with their individual academic institutions for requirements.

We are looking forward to your application including a cover letter and CV at hofmanova@czech.cz (**application deadline Mai 11th**).