



European  
University  
Institute

ROBERT  
SCHUMAN  
CENTRE FOR  
ADVANCED  
STUDIES

Florence, 22.07.2016

## VACANCY NOTICE for a PROJECT ASSISTANT

The EUI has a vacancy for a Project Assistant in the Robert Schuman Centre for Advanced Studies.

**Reference number: RSC38/2016** (please quote in all correspondence)

<b>Department:</b>	Robert Schuman Centre for Advanced Studies – Florence School of Regulation
<b>Length of contract and % of full-time:</b>	12 months full time contract with possibility of renewal for up to maximum 5 years  Start date as soon as possible
<b>Salary indication:</b>	Basic net salary approximately 1800 euro /month plus allowances if applicable
<b>Director of project:</b>	Prof. Jean-Michel Glachant
<b>Title of project:</b>	Florence School of Regulation
<b>Job description:</b>	<p>The Florence School of Regulation is looking for a Project Assistant for the multimedia and web team to expand ongoing video and audio activities across its programme in order to increase outreach and visibility of their research and training activities.</p> <p>Expected tasks include assisting with the following activities:</p> <ul style="list-style-type: none"><li>- Following and implementing the School's visual identity</li><li>- Assisting with the operation and maintenance of recording equipment</li><li>- Event documentation including livestreaming, photography, video and audio recording</li><li>- Editing of video, audio and images</li><li>- Motion graphic production</li><li>- Maintaining AV social media channels and archiving of material</li><li>-</li></ul> <p>You will be expected to work to tight deadlines at a high standard. Occasionally, you will be asked to perform the above</p>

	tasks also for other programmes and projects at the Robert Schuman Centre for Advanced Studies.
<b>Place of work:</b>	Florence, Italy
<b>Qualifications:</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>- Professional experience shooting and editing photos and videos, including audio</li> <li>- Working Knowledge of Adobe Creative Suite</li> <li>- Experience working with academics and senior officials</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>- Graphic design and web experience</li> </ul>
<b>Languages:</b>	<p>Excellent written and oral English</p> <p>Knowledge of other European languages is a plus</p>
<b>Contact details</b>	For more information contact <a href="mailto:ilina.hristova@eui.eu">ilina.hristova@eui.eu</a>
<b>Deadline</b>	The closing date for applications is: <b>2.9.2016</b>
<b>How to apply</b>	<p>Fill in the <a href="#">on line application form</a> and upload documents as requested.</p> <p>In addition to the CV and statement letter, applicants must include a link to their show reel and indicate their contribution to the material it contains</p>