



Florence, 30 April 2019

## VACANCY NOTICE for a PROJECT ASSISTANT – VIDEO MAKER

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

**Reference number: V/RA/RSC/13/2019** (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 1900 euro /month plus allowances if applicable  More information about conditions of employment is available <a href="#">here</a> .
<b>Director of project:</b>	Prof. Jean-Michel Glachant / Prof. Brigid Laffan
<b>Title of project:</b>	Florence School of Regulation – Energy and Climate
<b>Job description:</b>	The Florence School of Regulation is looking for a Project Assistant to join the multimedia and online team and to provide support to the ongoing video and audio activities.  Expected tasks include assisting with the following activities: <ul style="list-style-type: none"> <li>- Event documentation including, livestreaming, photography, video and audio recording;</li> <li>- Editing of video, audio and photographic material;</li> <li>- Motion graphic production;</li> <li>- Maintaining audio video social media channels and archiving of material;</li> <li>- Assisting with the operation and maintenance of recording equipment.</li> </ul>
<b>Place of work:</b>	Florence, Italy

<p><b>Qualifications:</b></p>	<p>Essential:</p> <ul style="list-style-type: none"> <li>- Previous proven experience in shooting and editing photos and videos, including audio editing;</li> <li>- Working knowledge of Adobe Creative Suite;</li> <li>- Excellent organisational skills and ability to meet deadlines.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>- Graphic design and web experience;</li> <li>- Experience working with academics and/or senior officials;</li> <li>- Previous experience of working/ studying in international environments.</li> </ul>
<p><b>Languages:</b></p>	<ul style="list-style-type: none"> <li>- Excellent knowledge of English as working language is required;</li> <li>- Knowledge of other EU languages is an advantage.</li> </ul>
<p><b>Contact details</b></p>	<p>For more information contact <a href="mailto:ilina.hristova@eui.eu">ilina.hristova@eui.eu</a></p>
<p><b>Deadline</b></p>	<p>The closing date for applications is: <b>19<sup>th</sup> of May 2019, at midnight (Florence time)</b></p>
<p><b>How to apply</b></p>	<p>Fill in the <a href="#">on line application form</a> and upload documents as requested</p> <p>For applications to be valid, candidates must submit</p> <ul style="list-style-type: none"> <li>- A complete and detailed curriculum vitae in English (2 pages maximum)</li> <li>- A letter of motivation in English (1 page maximum), explaining in which positions they acquired their knowledge and professional experience relevant to this position;</li> <li>- A link to their show reel and indicate their contribution to the material it contains.</li> </ul>