



The EUI has an open vacancy for a

Project Assistant in the Office of the President

Florence, 30 October 2025

Reference: V/PA/PRE/4/2025

Who we are

The **European University Institute** (EUI) at a glance:

- an **international organisation** set up in 1972;
- a research university focusing exclusively on **postgraduate**, **doctoral** and **post-doctoral studies**, and advanced research;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

The [Office of the President](#) provides comprehensive support to the President of the EUI, serving as the central point of coordination for all matters related to the Presidency and the Institute's governance. It manages interactions with internal and high-level external stakeholders, handles sensitive and confidential issues, and ensures the smooth operation of the Office. The team supports the President in day-to-day activities, including administrative tasks, information flow management, and communication of decisions to the Institute's governing bodies, units, and services. The Office is dedicated to upholding the highest standards of professionalism, discretion, and organizational excellence, reflecting the President's role as the legal representative of the EUI.

Employment details

Contract type	Full-time (30/30, 40 hours/week)
Length of contract	12 months, start date: 1 December 2025 This contract may be further renewed (several times and conditional to the availability of funds), leading to an extension of the period of service up to a total of 5 years, including the first contract period.
Salary indication and grade	Grade: ASTAC1b step 1 The basic net monthly salary after taxes is approximately 2860 Euro, plus allowances if applicable.

More information about conditions of employment is available [here](#).

Place of work

Florence, Italy

About the project

Project Director

Prof. Patrizia Nanz

Project details

The EUI Open Lab is a space that encourages experimentation across disciplines, sectors and generations. At its core there is a fellowship programme that convenes trios of scholars, artists, and civic actors around curated themes. In collaboration with the EUI community and local actors, they craft artefacts and experiences aimed at providing orientation to society at large. An evolving – digital as well as physical – “Museum for the Future” will serve as both an accessible archive and a public platform of the Open Lab. The first exhibition explores alternative ways of measuring economic value, based on feminist, environmental, and cultural heritage related perspectives.

Job description

The European University Institute is seeking a creative and highly organized Project Assistant to support the launch and development of the EUI Open Lab, an initiative that brings together art, science, and civil society to imagine and shape the future of Europe.

The selected candidate will play a key role in project coordination, content development, fundraising, and external relations. Working under the president’s office, and collaborating extensively with the communications, REFs, and development and external relation service, as well as external partners, the Project Assistant will help shape the Lab’s first major exhibition and support the creation of an enduring platform for transdisciplinary experimentation and public engagement at the EUI.

Main tasks include:

- Supporting the operational and conceptual development of the Open Lab, including the management and organisation of its inaugural exhibition and related events;
- Liaising with artists, researchers, cultural institutions, and civil society partners to coordinate collaborative processes;
- Managing timelines, deliverables, and internal workflows across multiple stakeholders;
- Assisting in drafting and editing curatorial content, public communications, and project documentation;
- Co-Developing the funding strategy, funding proposals, and conduct outreach to potential donors and institutional partners ;
- Contributing to the design and implementation of public events, installations, and communication materials;
- Monitoring project expenses and assist with reporting to funders and institutional stakeholders;
- Conducting background research on relevant themes (e.g. environmental topics, cultural heritage, social transformation, etc ...);
- Supporting the Office of the President with alignment of the initiative with broader strategic objectives.

Qualifications and experience

Qualifications and Experience

Essential:

- Master's degree in management, public administration, culture management or in a related field;
- Proven experience in project management and coordination within international organisations, cultural institutions, and/or the public service;
- Proven experience with exhibition curation, cultural heritage and/or environmental themes, and public-facing knowledge dissemination
- Demonstrated experience in interdisciplinary environments bridging cultural topics, research, policy, and the wider public
- Demonstrated ability to coordinate multi-stakeholder processes and manage complex workflows in public sector/international organisations environments and funder interfaces;
- Strong demonstrated writing and communication skills across formats and audiences.

Desirable:

- Demonstrated experience in academic sector and higher education
- Proven knowledge of the Italian landscape of cultural production and heritage protection;
- Proven knowledge of first-line fundraising and donor engagement, particularly with foundations, cultural institutions, and donor countries, ideally in the context of international organisations;
- Demonstrated experience in content creation (e.g. catalogues, publications, visual media) and digital communication tools acquired through previous experience.

Languages

Excellent knowledge of English, both spoken and written ([CEFR](#) level: C1 or above). Knowledge of other languages constitutes an advantage.

How to apply

Deadline

The closing date for applications is **14 November 2025** at midnight (Florence time)

Contact details

For more information contact **Office of the President** (presidents.office@eui.eu)

How to apply

Fill in the [online application form](#) and upload documents as requested

Data Protection

The purpose of processing the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure. The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI](#)).

Equal opportunities

The European University Institute applies a policy of equal opportunities, which, in accordance with Article 1d of its Staff Regulations, prohibits discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.