



Unpaid Traineeship – PR, Events and Media / Communications

Conditions for Eligibility: Candidate must be enrolled in a university programme at UNIFI (Political Science and Law) UNIFI or UNIBO.

Type and Duration: unpaid traineeship for 3 months

Description:

The internship will be carried out in the Communications Office of the European University Institute (<http://www.eui.eu>) which daily interacts with various National and European institutions, national/international media and with the Departments and Centres of the Institute.

The stage serves as an opportunity to be acquainted with the administrative activities of an international organisation and with the various research projects of the EUI departments, of the Robert Schuman Centre for Advanced Studies and of the Max Weber Programme

The Internship project covers the following areas:

- Support in the organisation of special events, visits of leading EU personalities
- Liaison with local and national institutions
- Monitoring of local/international press, news and media review and evaluation
- Production of Press releases in Italian and English on EUI events and research projects
- Liaison with local/international journalists and management of media enquiries
- Production of web content and development of web editing skills under the supervision of the EUI Web Team
- Collaboration with the Publications Unit for the production of corporate printed materials
- Management and update of the EUI database
- Mass Mailing and Marketing campaigns to promote the EUI activities and special events

Essentials:

- excellent knowledge of the Microsoft Office software
- excellent knowledge of English (Min. B2/C1 Level)

Benefits:

- The EUI card allows the use of all the EUI facilities (Library, PC Rooms, Cafeteria, Access to Public Seminars and Workshops).
- The EUI covers the 40% of the cost of one lunch per day in the EUI Canteen.

To apply please send a CV to eui.pr@eui.eu