



EUI REMUNERATED TRAINEESHIP OPPORTUNITY

POSITION AVAILABLE: Event Logistics Trainee

The [Communications Service](#) of the [European University Institute](#), based near Florence (Italy), is looking for an Event Logistics Trainee to work on the 2019 of the high-level annual conference [The State of the Union](#). The role's tasks include:

- Support all aspects of the conference's organisation: assist the Project Managers in all tasks related to the event's organisation, including: drafting invitation letters and visit programmes, managing database contacts, managing registrations, and general logistical support;
- Support the conference's Side Events programme: assist the Project Manager in coordinating the Side Events programme, including: liaison with local and international partners, venue bookings, speaker and audience logistics, and any other support required;
- Support coordination and liaison with external suppliers: assist as the intermediary between internal and external contacts to coordinate the delivery conference services.

Type and Duration

- Up to maximum 6 months, the first 3 months of which constitutes a trial period
- Full time (Monday to Friday).
- Start of the traineeship: January 2019

Conditions for Eligibility

Candidates must:

- A) **Be nationals of a European Union member state**, or of a candidate country which benefits from a pre-accession strategy;

AND

- B) Be studying for a first (post-secondary education) degree and be in the process of obtaining the qualification; OR
C) Be involved in a vocational training programme; OR
D) Have obtained the above (B or C) qualification, **no longer than 18 months** prior to the beginning of the traineeship;

All rules governing the traineeship refer to the [President's Decision no.39/2013](#)

IMPORTANT: please note that persons who do not meet the conditions above should not apply and may not receive any response if they choose to do so.

Qualifications Required

- Very good knowledge of English and Italian, both verbal and written (at least C1 on the European Framework of Reference for Languages), additional languages a plus;
- Good knowledge of the Windows Office package;
- University degree or diploma in a field relevant to the post. Applicants with a degree in Communications or Events Management and/or proven work experience in this field are encouraged to apply;
- Good time management and organisational skills, with a willingness to be flexible in the run-up to a busy event;

Advantageous:

- Previous experience working on large, high-level events;
- Knowledge of social media and communication campaigns;
- Experience working with contact databases, especially Microsoft Dynamics CRM.

Benefits

- **Maintenance grant of 1.315 Euros per month;**
- A discount of 40% for one lunch per day at the EUI canteen;
- Remunerated trainees recruited from outside Florence are entitled to reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship;
- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym, Participation in Public Seminars and Workshops.

TO APPLY:

Please send:

- a) CV (English);
- b) Cover letter (English);

To sou@eui.eu with the subject: *Application for Event Logistics Trainee*

Deadline for applications: Midnight (CET) on Friday 30 November 2018

For more information on traineeships at the EUI:

<http://www.eui.eu/ServicesAndAdmin/CommunicationsService/Traineeships.aspx>

<https://www.eui.eu/About/JobOpportunities/Traineeships>

Communications Service,

European University Institute

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<https://stateoftheunion.eui.eu/>