



EUI REMUNERATED TRAINEESHIP OPPORTUNITY

POSITION AVAILABLE: Graphic & Web Design Trainee Focused on Digital Media

The [Communications Service](#) of the [European University Institute](#), based near Florence (Italy), is looking for a **Graphic & Web Designer Trainee Focused on Digital Media** to work on the 2021 online edition of the high-level annual conference [The State of the Union](#).

Main tasks of the role include:

- Support with digital media of the event: produce and implement designs for web, social media, online event platform and digital interfaces.
- Support the event's website maintenance: assist with content editing (including visual elements and photos) for The State of the Union website in collaboration with the conference team and Communications Service web-unit.

Supplementary tasks of the role include:

- Support the event's communications strategy: assist the development and implementation of the communications strategy for The State of the Union using online, social media, web and print platforms.
- Support with graphic design of the event: produce and implement designs print adverts, event materials and interface with printers. This may also include design work for complementary side events.

Type and Duration

- 3 months (which will also serve as probationary period) extendable up to 5 months in total;
- Full time (Monday to Friday);
- Start of the traineeship: **16 January 2021**.

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. Nationals of non-member States will be considered only if no other suitable candidate can be selected.

AND

- B) Are studying for a first (post-secondary education) degree and are in the process of obtaining the qualification; OR
C) Are 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 applicants who do not meet the conditions above should not apply and may not receive any response if they choose to do so.

Qualifications Required

- Excellent knowledge of English both verbal and written (at least C1 on the European Framework of Reference for Languages);
- University degree or first (post-secondary education) degree in a field relevant to the post;
- Relevant experience as a Web Content Editor;
- Good knowledge of Adobe Creative Suite;
- Good knowledge of the Windows Office package;
- Good time management, organisational skills and resilience in the run-up to a busy event.

Advantageous:

- Good knowledge of Italian both verbal and written (level B2 on the European Framework of Reference for Languages);
- Experience producing print, digital and environmental graphic designs;
- Previous experience working on large, high-level events;
- Knowledge of social media and communication campaigns.

Benefits

- Maintenance grants of **1.350 Euros** per month;
- A discount of 40 per cent for one lunch per day at the EUI canteen;
- A remunerated trainee who is recruited from outside Florence is entitled to reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship;
- Access to EUI facilities: Library, PC Rooms, Language Centre, Cafeteria, Gym, Participations in Public Seminars and Workshops.

TO APPLY:

Please send:

- a) CV (English);
- b) Cover letter (English);
- c) Applicants should include links/examples of design work.

Fill in the [online application form](#) and upload documents as requested. Only applications submitted through the online application form will be accepted. Your application will be considered successfully submitted once you receive an automatic email confirmation.

Deadline for applying: Tuesday 8 December 2020 at 24:00 CET.

Should you experience any technical issues with the system, please send an email to: Traineeships@EUI.eu

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

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