

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 2022 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 Web unit.
- 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 in-house and external printers. Assist in designing the layout of banners, posters, flyers and corporate material for both print and online, with respect of the visual identity rules of the EUI. This may also include design work for complementary side events.
- Supports in the design of the set and printing materials for the day of the event, for example banners and billboard, as well as brochures, leaflets and products for newspapers and magazines.

Type and Duration

- 3 months (which will also serve as probationary period) extendable up to 6 months in total;
- Full time (Monday to Friday);
- Desired start of the traineeship: **16 January 2022**

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) 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.

Requirements:

- 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;
- Knowledge of social media and communication campaigns;
- Excellent knowledge of English both verbal and written (CEFR level: C1 or above);
- Good time management, organisational skills and resilience in the run-up to a busy event;
- Ability to work independently and cooperatively in a team environment.

Advantageous:

- Good knowledge of Italian both verbal and written (CEFR level: B2 or above);
- Experience producing print, digital and environmental graphic designs;
- Previous experience working on big events;
- Good knowledge of WordPress;
- Ability in taking pictures both with professional cameras and mobile phones.

Benefits:

- Maintenance grants of **1.365 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](#), Reading Rooms, [Language Centre](#), Cafeterias and Canteens, Participations in the [Extracurricular Activities](#) and the [Public Seminars and Workshops](#).

HOW TO APPLY

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.

Please send:

1. **A CV and a cover letter (in English)**
2. **Links/examples of design works**

Please note that documents at points 1 and 2 have to be uploaded in one single file in the application form.

Deadline for applying: Tuesday 30 November 2021 at 23:59 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:
<https://www.eui.eu/About/JobOpportunities/Traineeships>

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