

EUI REMUNERATED TRAINEESHIP OPPORTUNITY**Graphic and Web Design Trainee
with a focus on digital media*****The State of the Union 2023***

The [Communications Service](#) of the [European University Institute](#), based near Florence (Italy), is seeking for a Graphic and Web Design Trainee, with a focus on digital media, to work on the 2023 edition of the high-level annual conference [The State of the Union \(SOU\)](#).

A reserve list will also be established to fill in similar positions that may rise in the Communications Service in the coming months.

Main tasks:Supporting digital media production

- Producing and implementing designs for web, online event platform and digital interfaces. Creating a large set of speaker cards and graphic animations for social media (Twitter, LinkedIn, Facebook, and Instagram);

Supporting overall graphic design

- Assisting the production and implementation of designs for all event related materials liaising with in-house and external print shops;
- Designing the layout of banners, posters and flyers, as well as brochures, booklets, billboards and leaflets;
- Creating print and digital adverts for international and national newspapers and SOU's media partners;
- Delivering print-ready materials (pre-print checks), even with specific treatments (UV coating, etc);
- Creating graphic layout for the production studio, including backdrop and other corporate materials to be used on the speakers' stages;
- Creating animations for the stage layout.

Supporting the event website

- Creating visual elements, animations and photos for conference's The State of the Union website in collaboration with web unit.

Supporting the creation of videos

- Recording and editing event videos, including basic audio adjustments.

Supporting with photography coverage during the days of the event, both for institutional use as well as for social media posts.

Type and duration:

- 6 months (three of which will serve as probationary period)
- Full time (Monday to Friday)
- Desired start of the traineeship: **16 January 2023**

Conditions for eligibility:

Candidates must be:

A) nationals of a European Union member state, or a candidate country that benefits from a pre-accession strategy (nationals of non-member states may be considered under specific conditions; exceptionally Ukrainian nationals are eligible as a sign of solidarity.)

AND

B) enrolled in a first (post-secondary education) degree programme and are in the process of obtaining the qualification; OR

C) enrolled in a vocational training programme; OR

D) in possession of one of the qualifications above (B or C), with a graduation date of no longer than 18 months prior to the beginning of the traineeship.

The complete provisions governing traineeships at the EUI can be found in [President's Decision no. 39/2013](#) and [President's Decision no. 10/2022](#).

Please note that applicants who do not meet the conditions above should not apply as they will not be considered for an interview.

Required qualifications:

- Excellent knowledge of English, both verbal and written (CEFR level: C1 or above);
- Good knowledge of the Windows Office package and the Adobe Creative Suite (in particular Photoshop, Illustrator, InDesign, Premiere and After effects);
- Knowledge of social media management and communication campaigns;
- Previous experience producing print, digital and environmental graphic designs;
- Previous experience working as a Web Content Editor;
- 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:

- University degree or first (post-secondary education) degree in a field relevant to the post;
- Good knowledge of Italian, both verbal and written (CEFR level: B2 or above);
- Previous experience working for large-scale events;

- Ability in taking pictures and videos both with professional cameras and mobile phones.

Benefits:

- Maintenance grants of **1,420 euros** per month;
- A discount of 40% 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 campus facilities, including EUI Library, PC rooms, Language Centre, cafeterias, gym, public seminars and workshops.

Candidates invited to the interview may also be assessed for the following competencies:

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results

Competencies related to the Service:

- Initiative/proactivity
- Resilience
- Multitasking
- Interpersonal skills
- Adaptability
- Creativity and innovation

Competencies specific to the post:

- Knowledge – IT (e.g. Adobe Creative Suite, social media channels, web editing, etc.)
- Stakeholders orientation
- Communications skills

TO APPLY:

Please fill in the [online application form](#) and **send the following documents to traineeships@eui.eu**

- 1. CV (English);**
- 2. Cover letter (English);**
- 3. Portfolio or relevant links/examples of design works.**

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: Wednesday 23 November at 23:59 CET

Should you have difficulties in sending your application, please send an email to the following e-mail address: Traineeships@EUI.eu

Please note that only candidates who are invited for an interview will receive information on the selection status from the EUI. If you have not heard from us within the 3 months after having applied, you can assume your application has not been successful on that occasion, but please note you are welcome to apply for any other future vacancy of your interest.

For more information on traineeships at the EUI visit the [webpage](#)

**Communications Service
European University Institute**

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