



**Position:** Communications Intern

**Location:** Brussels (part-time remotely)

**Duration:** 5 months, full-time (negotiable)

**Starting Date:** October 2023

### **Organisation Profile**

The European Composer and Songwriter Alliance (ECSA) is an international non-profit organisation, partially funded under the EU Creative Europe programme. ECSA's core mission is to defend and promote the rights of composers and songwriters with the aim of improving their social and economic conditions, as well as their artistic freedom.

### **Job Description**

This is an exciting opportunity for those passionate about communication, music, the cultural sector, authors' rights and EU policy. The ideal candidate should have excellent English writing skills, experience with social media, and some graphic design skills. The intern will work in a small and dynamic team, notably with the Projects and Communications Officer.

### **Tasks**

The Communications Intern will assist (among other tasks) with:

- Participating in the organization of ECSA's cultural and advocacy events, including drafting and editing documents (minutes, reports, surveys, briefings) and communication materials;
- Maintaining and regularly updating ECSA's website and social media;
- Contributing to drafting and disseminating the monthly ECSA newsletter;
- Gathering news from our members and creating content for publications, website and social media purposes;
- Updating ECSA's contact lists.

### **Requirements**

- Higher education qualification in Communications, European Studies, Political Science, Journalism, Marketing in the cultural sector, the music industry, or similar;
- Strong drafting and editorial skills;
- Good digital skills (MS Office package, WordPress, social media, Mailchimp);
- Excellent English skills and fluency in at least one other EU language;
- Good graphic design skills and an eye for detail (preferably experience with Canva).

## Desirable

- Interest in music and culture
- Knowledge of / experience in EU decision-making is considered an asset
- Experience in working in a small and dynamic team

## What ECSA offers

- Allowance of 22,5 € per worked day (approx. 450 €/month, on a full-time basis)
- An opportunity to expand or gain a professional network in Brussels
- Opportunity to work with a small, dynamic, and international team in the cultural sector

## Practical information

The internship can be either part of a university programme (or *haute école* if relevant), with an agreement between ECSA and the higher education institution, or under a volunteering agreement (*convention de bénévolat*). The intern should be based in Brussels, but part-time teleworking is allowed.

## Application procedure

Please send your **CV** and **cover letter** (one page) to Machiel Smit at [machiel.smit@composeralliance.org](mailto:machiel.smit@composeralliance.org) with the subject line: "Communications Intern Application".

***The deadline to apply is 11 August, 2023. However, candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis.***

Please note that due to the high volume of applications anticipated, we regretfully inform you that we will not be able to individually acknowledge receipt of all applications or provide feedback to every candidate.

ECSA welcomes applicants from a wide variety of backgrounds and strives to provide equal opportunities to advance diversity and inclusion within its representative network.