



## **Vacancy: Communications Intern**

**Location:** Brussels / part-time remotely

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

**Start Date:** February 2023

### **Organization Profile**

The European Composer and Songwriter Alliance (ECSA) is an international non-profit organization, registered under Belgian law and 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 music, communication, the cultural sector, and the EU policy. The ideal candidate should have excellent English writing skills, experience with social media, and some graphic design skills. The intern will work under the direction of the small and dynamic ECSA team, notably with the Project and Communication Officer.

### **Tasks**

The Communications Intern will assist with:

- Participating in the organization of ECSA cultural 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, Journalism, Marketing in the cultural sector, Cultural Management, or similar
- Strong drafting and editorial skills
- Good digital skills (MS Office package, WordPress, social media, Mailchimp)
- Excellent English and fluency in at least one other EU language.
- Good graphic design skills (preferably with Canva)

### **Desirable**

- Interest in music and culture
- Basic knowledge of EU decision-making is considered an asset

### **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 will be allowed.

### **Application Procedure**

The application shall consist of a **CV** and a **motivation letter** (in English) and be sent by email to Tatiana Papastoitsi at [tatiana.papastoitsi@composeralliance.org](mailto:tatiana.papastoitsi@composeralliance.org) before 31-12-2022 and copy [machiel.smit@composeralliance.org](mailto:machiel.smit@composeralliance.org) with the subject line “Communications Internship Application”.

***Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis.*** ECSA regrets that it is unable to acknowledge all applications received.

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