

INTERNSHIP RECRUITMENT IS OPEN

We are looking for a motivated student or recent graduate to join our team in Brussels for at least **6 months** (you need to be enrolled at the time of applying).

GENERAL INFORMATION

- **Duration:** 6, 9, or 12 months
- **Commitment:** Full-time
- **Description:** The European Historic Houses is an umbrella association covering 27 national associations of privately-owned historic houses. Our main office is in Brussels, Belgium, within the EU quarter. We aim at raising awareness of, and advocating for, private heritage at a European level. The association defends the preservation, conservation, and transmission of historic houses and represents 50.000 of them throughout Europe. To do so, the association gathers policy and European project activities.
- **Compensation:** Erasmus+ grant (traineeships, graduate exchange) + Transport

Your traineeship will be focused on **communications**, including website management, social media, press releases, etc. However, being in a small team will allow you to become skilled in other fields, including cultural project management, EU policy coordination and administration. Joining our Brussels-based team, you will assist in the day-to-day management of the European Historic Houses association, supporting the work vis-à-vis the European institutions and our member organisations. You will be working closely with the international cultural and political organisations as well as the EU institutions (political groups, EU Parliament, EU Commission, Committee of the Regions).

TASKS

As a trainee, you will have the possibility to assist and develop your skills in the following:

Communication (main)

- Articles and press releases
- Website management (WordPress)
- Newsletters (Mailchimp)
- Social media management (Facebook, Twitter, Instagram, LinkedIn)

Administration/Management (support)

- Manage general emails
- Database management
- Accounting and follow-up of contracts and invoices with contractors

Administrative support for Event Organisation (support)

- Support in the organisation of meetings in Brussels and abroad (annual General Assembly and Conference, NextGen conferences, online webinars and seminars, Owners' Circle Conference): booking rooms and contacting providers, sending invitations and reminders, participant lists, on-site support in coordination.

Project Management (support)

- Project applications and implementation (application, budget, relationships with partners, content, evaluation)
- EU projects implementation
- Helping with drafting project deliverables (we currently work on Erasmus+, Creative Europe, and Capacity Building projects such as MetaHeritage and MERITAcubed).

QUALIFICATION/EDUCATION

- Bachelor's or Master's degree in a related field (Culture, Communication, Administration, Policy)
- You master the Microsoft Office Pack
- Excellent command of the English language required
- An additional EU language, notably French, would be appreciated

To apply, please send us an email with your **CV** and **short cover letter** to info@ehh.eu, with the subject line "INTERNSHIP-YOUR NAME".