



THE URBACT EUROPEAN PROGRAMME SECRETARIAT IS LOOKING FOR AN EVENTS INTERN

The URBACT Programme

URBACT is a European programme that facilitates exchanges between cities to promote sustainable urban development. It enables cities to work together to build solutions to the big urban challenges they are facing today. It asserts that cities have a key role to play in tackling the increasingly complex issues in European societies. It helps cities to home in on trailblazing, pragmatic, long-term solutions that address the economic, social and environmental aspects of urban development. This programme also shares good practices and lessons learned from exchanges with all city professionals across Europe.

Description of the internship

Communication activities are a strategic pillar for the programme, aiming that our stakeholders (doers and thinkers in the field of integrated urban development) from all over Europe have access and share relevant knowledge to foster urban sustainable development.

Events play a very important role in the frame of our communication activities, since they allow participants to access up-to-date and useful content, network and to be exposed to new working methods and instruments. URBACT events put cities, and the people who run them, centre stage, giving participants the chance to talk about realities on the ground, and how complex challenges are being met in all corners of Europe.

This year we are planning the URBACT City Festival, due to take place in Tallinn on 4-5 October. The event will bring together around 450 participants, showcasing the urban knowledge produced by URBACT programme (good practices from the cities, working methods, latest trends).

Under the responsibility of the Communication & Capitalisation Officer, the intern will contribute to the implementation of URBACT events strategy for 2017.

Main tasks

For the URBACT City Festival:

- Actively take part in the design, planning and follow-up of the URBACT City Festival Task Force meetings (structure piloting the event);
- Manage relations with relevant service providers and follow-up on general production calendar;
- Manage registration platform and participants queries;
- Follow-up on the design and organisation of specific sessions during the Festival;
- Assist in managing the digital content for City Festival website and other digital tools to be developed for the festival;
- Actively participate in the Festival (Tallinn, 3-5 October 2017) and support the overall delivery of the event;
- Follow-up communication activities with participants and stakeholders after the event;

For external events:

- Coordinate URBACT contributions (speakers, materials, stand);
- Liaise with organisers and service providers regarding logistics.

The intern might be called to contribute to other communication activities.

Profile

- Interest in communication and events as well as in European affairs and/or urban issues;
- Experience in events planning/organisation is particularly welcome;
- Excellent use of English, both written and spoken; Working knowledge of French is a plus;
- Good interpersonal relations and ability to interact with different kinds of stakeholders (city representatives, high-level speakers, service providers, experts involved in the delivery);
- Very good planning skills, ability to work under pressure and to meet deadlines, ability to work independently
- Computer savvy (MS Office, graphic design and photo editing software is an advantage, etc.)
- Very good writing and verbal skills;
- Be curious and eager to be part of a dynamic and experienced team ;
- Be innovative and creative, have a good eye for details (publications, website, materials production);
- Possibility to travel in Europe¹.

¹ Candidates are invited to check with their universities that they are allowed to travel in Europe and to confirm this in their cover letter.

Additional Information

Duration and starting date

6 months, ideally starting mid May 2017 ending mid November 2017

Internship conditions

Internship must take place within a training programme. An internship convention will be signed between URBACT, the school/University and the intern.

Internship allowance will be around 560 € per month + contribution to local transport and meal vouchers

Workplace

URBACT Secretariat

5, rue Pleyel

93283 Saint Denis cedex

(M° Carrefour Pleyel)

To apply

CV + cover letter (in English) exclusively by email to:

t.picquart@urbact.eu and s.lazar@urbact.eu

Deadline: 30 April 2017