

exil.arte

Department/Division: -

The organization exile.arte is meant to be a contact point for coordinating projects of institutions, societies and persons dealing with the specific topic of exiled music. It is situated in Austria and organises and coordinates artistic, scientific and cultural projects and events concerning artists who were suppressed, exiled killed by the Nazis (especially in the field of music, music theatre and film). In congresses and symposia as well as in artistic events the topic shall be presented effectively in public.

Position title: trainee

Position purpose: -

Duties and responsibilities: - Activity 1: Event management

temporal frame: on an ongoing basis

tasks: to support the organization, production and promotion of events focused on Jewish film music and film music composers incl. communication with musicians, music ensembles and concert institutions

- Activity 2: Publishing

temporal frame: on an ongoing basis

tasks: to search data and process brochures on Jewish film music composers

- Activity 3: PR Support

temporal frame: on an ongoing basis

tasks: to update/maintain website of the host organization

Qualifications

Field/s of study:

- Training for teachers with subject specialisation
- Music and performing arts
- Management and administration

Level of study: not relevant

Professional competencies: • Skills with focus on daily operation of a musical organisation, in particular organising cultural events and networking

• Capacity of working in an international environment

Key competencies/Language skills:

- English - Upper intermediate (Required)
- German - Intermediate (Preferred)

Key competencies/Computer skills:

- Word processing - Independent user
- Spreadsheets - Independent user
- Databases - Independent user
- Web Editing - Independent user

Key competencies/Other:

- Creative Thinking
- Teamwork
- Planning & Organizing

How to apply

Please send CV, cover letter by 11/12/2015 at the latest.

Facts

Economic sector: Libraries, archives, museums and other cultural activities

Size: staff 1 to 20

Working language/s: German

Type of work placement: Internship

City/Country: Wien Austria

Earliest start date: 01/02/2016

Latest start date: 01/06/2016

Duration: 3.0 months

Remuneration:

Financial contribution: 0 EUR/month

Contribution in kind:

- meal allowance
- travel allowance

Application

Required application documents: CV, cover letter

Application deadline: 11/12/2015