Traineeship Communications – Prince Claus Fund

The Prince Claus Fund is looking for a new Communications Trainee! As Communications Trainee, you will work with the Coordinator Communications to share the Fund’s work with the public and our stakeholders. We’ll be busy with exhibitions in our gallery, new projects abroad, events in the Netherlands, preparing for the 2018 Prince Claus Awards, and updating our new website. If you are an efficient worker and have a passion for culture, apply to join our team!

Period
A minimum of five months in the period of June/July 2018 through Jan/February 2019

Traineeship Description
Supporting the Coordinator Communications in external and internal communications & assisting with the general operations of the organisation. (All activities will be conducted under the supervision of the Coordinator Communications.)

Tasks
Closely following Dutch and international news and social media; Monitoring and archiving media about the Prince Claus Fund and its partners; Researching appropriate news outlets for certain events; Compiling press kits; Assisting with the writing of texts for the website, social media and newsletter; Updating the Fund’s database (mailing list & press contacts); Welcoming visitors to the Fund.

Qualifications/Qualities
Language: Fluent English - excellent written and verbal communication skills in English required; Dutch- excellent written and verbal communication skills in Dutch preferred; (Additional languages also a plus); Pursuing BA/BS or MA/MS degree in communications/journalism, marketing or related field preferred; Experience with social media, Microsoft Word, PowerPoint, Paint and Photoshop; Efficient, quick, resourceful, pro-active, self-motivated, stress-resistant with the ability to work with a team in a fast-paced environment; Excellent organisational skills and detail-oriented.

Benefits
The Communications trainee will gain extensive knowledge about the Fund’s network of outstanding artists, thinkers, cultural organisations and collaborators. We have numerous events to publicize and attend, which offers great networking opportunities. The Communications department at the Fund works together with Fundraising and Public Programming, offering a supportive, interactive team environment. Depending on the trainee’s skillset, this position also can offer the trainee independence and increased responsibility.

The Prince Claus Fund provides a stipend of €250- gross per month for a full-time (36 hr/week) traineeship. Full-time availability is preferred, though a part-time traineeship is also possible. It is also possible to work as a volunteer and receive a stipend if the applicant is not a registered student.

TO APPLY FOR THIS POSITION, please send CV/resume and a 200 to 300-word motivation letter that shows off your writing skills (in English or Dutch) to Sarah Smith, Communications: s.smith@princeclausfund.nl and to vacature@princeclausfund.nl with ‘Communications Trainee Vacancy’ in the subject. Please also indicate for what period you are able to join us.

Please send in your application no later than 9am on Monday 31 May 2018. Interviews will take place the first week of June.
Availability
There are two traineeship timeslots available for Communications: April/May through Sept/October 2017 and Sept/October 2017 through Jan/February 2018. If you are unable to work for the entirety of this period, please do send in your application and inform us of your availability.

In summary
It’s a fast-paced position, not for the faint of heart, but it offers a lot in return in terms of networking, experience, independence and personal growth, as well as a lasting relationship with the incredible colleagues and global partners of the Prince Claus Fund.