

## Internship Position in Brussels

[MusiQuE - Music Quality Enhancement](#) is an external evaluation organisation dedicated to assisting higher music education institutions (conservatoires, music universities and academies, etc.) in constantly enhancing quality. MusiQuE offers a range of review and accreditation procedures tailored to the needs of higher music education institutions, and operates in Europe and beyond.



### We are looking for an intern to support the MusiQuE Staff with:

- the coordination of review procedures of higher music education institutions in Europe and beyond (in terms of practical organization, preparation of offers and briefings, proof-reading review reports, etc.). MusiQuE upcoming procedures are planned in the UK, Poland, Lebanon, Switzerland, Belgium and Czech Republic.
- the update and improvement of the Peer-Reviewers register, the database listing MusiQuE's trained review and accreditation experts
- the organisation and preparation of the training session for peer-reviewers
- MusiQuE's communication activities (including through newsletters and websites)
- The compilation of feedback questionnaires from institutions/programmes reviewed and from reviewers
- The preparation and follow-up of MusiQuE Board meetings (including practical organisation, preparation of documents and annexes before and after the meetings, writing meeting minutes)
- MusiQuE's financial and administrative day-to-day tasks

### Required profile

This internship is highly suitable for students in cultural management courses, European studies, communication studies, social studies, or related humanities programmes, wanting to have experience in working in a cultural organisation on European level and in working with European funding programmes in education and culture.

The internship should last minimum 3 months. The position is full time. MusiQuE is based in Brussels, Avenue des Celtes 20, 1040 Etterbeek.

#### *Essential Qualities:*

- Excellent organisational skills
- Fluency in spoken and written English and ability to write clear and coherent reports in English
- Ability to work independently
- Good communication skills: email, telephone, written, face-to-face
- Good team skills, allied to a willingness to contribute and a readiness to assist others

#### *Desirable Qualities:*

- Knowledge of and interest in higher education, and especially in quality enhancement in higher education
- Interest in art and culture
- Good command of other languages than English

## **What we offer**

- Immersion in all aspects of the management of a European-level organisation with a focus on quality enhancement of higher music education
- Professional supervision and assistance for young professionals
- An international and challenging work environment
- An internship fee of 500 euro per month

## **How to apply**

Candidates should send their CV and letter of motivation by email to the MusiQuE office ([info@musique-ge.eu](mailto:info@musique-ge.eu)). Shortlisted candidates will be invited for an interview at the office or by Skype