

České centrum Vídeň
Department/Division: -

The Czech Centre Vienna represents the Czech republic in Austria in the field of culture, tourism, education and business. The Czech Centre organizes events in cooperation with Czech, Austrian and international partners, such as exhibitions, film screenings, concerts, readings, lectures, workshops and presentations of Czech companies and regions. The organization also offers courses of Czech language and has a library open to the public.

Position title: PR, Programme & Administrative Assistant

Position purpose: We offer a traineeship aimed at cultural management, PR and administration. Our trainees gain a great experience and contacts for their future career.

Duties and responsibilities: - Reception – answering phone calls (German/Czech), writing e-mails and informing visitors about the cultural programme of the Czech Centre Vienna and the cultural scene in the Czech Republic
- PR support – writing Facebook posts, articles for the website, translations (Czech-German) and designing PR materials
- Organising cultural events (e.g. exhibition dedicated to the architecture of Adolf Loos, readings with great Czech authors, presentation of the most beautiful Czech books of 2019 during the book fair Buch Wien, screening Czech movies etc.)

Qualifications

Field/s of study:

- Languages
- Arts
- Marketing and advertising
- Fine arts
- Music and performing arts
- History and archaeology
- Journalism and reporting
- Management and administration
- Literature and linguistics
- Language acquisition

Level of study: not relevant

Professional competencies: Our trainees need to be able to communicate without any problems in Czech and German (written & spoken language). They call, write and translate on a daily basis.

They also need to be able to work on PC and with MS Office.

We appreciate active trainees with their own ideas to which we are open.

Key competencies/Language skills:

- Czech - Advanced (Required)
- German - Upper intermediate (Required)

Key competencies/Computer skills:

- Word processing - Independent user
- Web Browsing and Communication - Independent user

Key competencies/Other:

- Reliability
- Initiative
- Responsibility
- Communication
- Teamwork
- Creative Thinking

How to apply

Please send CV, cover letter, Cover letter in German by 15/06/2020 at the latest.

Facts

Economic sector: Creative, arts and entertainment activities

Size: staff 1 to 20

Working language/s: German, Czech

Type of work placement: Internship

City/Country: Vienna Austria

Earliest start date: 01/09/2020

Latest start date: 01/09/2020

Duration: 4-6 (or more) months

Remuneration:

Financial contribution: 0 EUR/month

Contribution in kind:

- none

Application

Required application documents: CV, cover letter, Cover letter in German

Application deadline: 15/06/2020