

## České centrum Vídeň

**Department/Division: Czech Centre Vienna - cultural section of the embassy of the Czech rep.**

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 an internship aimed at cultural management, PR and administration. Our trainees gain a great experience and contacts for their future career.

**Duties and responsibilities:** One of the main tasks of our trainees is running the reception which includes answering phone calls (German/Czech), writing e-mails and informing our visitors about the cultural programme of the Czech Centre Vienna and the cultural scene in the Czech Rep.

Another important task is supporting the PR with writing FB posts, articles for the website, translations (Czech-German) and designing our PR materials.

The trainees also take an active part in organising cultural events.

Our trainees are an important part of our team. They can learn a lot and if they are active and creative they can realize their own ideas.

### Qualifications

**Field/s of study:**

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

**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 please by 07/06/2019 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:** 17/06/2019

**Latest start date:** 01/07/2019

**Duration:** 2-3 months

**Remuneration:**

**Financial contribution:** 0 EUR/month

**Contribution in kind:**

- none

### Application

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

**Application deadline:** 07/06/2019