

## **Internship offer in an international NGO official partner of UNESCO**

### Information on the hosting structure:

The International Music Council (IMC) is the world's largest network of organizations and institutions working in the field of music. IMC promotes access to music for all and the values of music in the lives of all human beings.

Created in 1949 at the request of the Director-General of UNESCO to advise this UN agency on music, IMC is recognised today as an international NGO official partner of UNESCO.

### Three missions (to be combined according to the profile of the candidate):

#### **1. Project Management**

- Assist the project manager in the implementation of the following projects:
  - International Rostrum of Composers (promotion of contemporary classical music through radio)
  - Culture @ work (intercultural dialogue for social cohesion in a series of African countries)
  - SHIFT (Shared Initiatives for Training)
  - Other projects awaiting funding
- Monitoring funding opportunities

#### **2. Communication**

- Site Management: General website of the IMC and websites linked to projects
- Presence on social networks: creation and publication (also with visuals), increase followers, creation and coordination of campaigns, harmonization between Facebook, Twitter, Instagram and LinkedIn profiles. Management of the IMC Youtube Channel
- Production and analysis of statistics relating to the presence of the IMC on the web
- Production or assistance to the production of printed communication media (banners, posters, flyers) related to projects and for the communication of the IMC in general
- Production of the Music World News newsletter
- Update of the databases

#### **3. Manage the network of members**

- Communications
- Activity monitoring
- Contribution monitoring
- Update databases

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Knowledge or skills developed by the trainee:

- Parallel management of several projects
- International communication
- Internal functioning of a cultural INGO
- Activities of musical organizations and institutions worldwide
- Challenges and opportunities for civil society organizations in the music / culture sector

Required profile

- Ability to work in an international environment
- Ability to work independently based on a minimum of instructions
- Proactive, taking initiatives
- Excellent knowledge of one of the two languages (English and French) of the organisation and very good knowledge of the other language; very good writing skills in both languages
- Knowledge of Spanish / Chinese / Arabic would be an asset
- Knowledge of Windows Office software

In addition, for the mission 2. Communication:

- Knowledge of the main social networks and their functioning
- Basic knowledge of Joomla CMS and Wordpress
- Basic knowledge of digital graphics software such as Photoshop, Illustrator, InDesign

The trainee will work under the supervision of the Project Manager.

Conditions of the internship:

Full or part time

Minimum 4 months

**Contact :**

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