

**Internship offer: Policy assistant  
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.

Description of the missions or functions entrusted to the trainee:

- Analyse cultural policy documents at international and regional level, from IGOs, NGOs or other sources
- Monitor the implementation of the 2005 Convention on the Promotion and Protection of the Diversity of Cultural Expressions, by the UNESCO Secretariat and States Parties
- Follow the sessions of the UNESCO Executive Board and prepare a report on issues of relevance to the work of the IMC
- Follow the sessions of the bodies of the 2003 (cultural heritage) and 2005 Conventions (diversity of cultural expressions)
- Organize meetings with Permanent Delegations of UNESCO Member States
- Contribute to the implementation of the "IMC Music Rights Champions" programme
- Writing reports, recommendations etc.
- Assist the Secretariat in day-to-day business

Knowledge or skills developed by the trainee:

- Internal functioning of a cultural INGO
- Internal functioning of UNESCO
- UNESCO programmes dealing with cultural issues (heritage, cultural industry, development, intercultural dialogue, freedom of expression etc.)
- International conventions
- Cultural rights / human rights and their transposition in the field of music

Profile of trainee:

- Analytical and synthetic thinking
- 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

Conditions of the internship:

Full or part time

Minimum 4 months

**Contact :** Silja Fischer, Secrétaire générale  
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