**Internship in the EU-Eastern Partnership Culture and Creativity Programme Office**

The Regional Office of the EU-Eastern Partnership Culture and Creativity Programme is accepting applications for a five-month internship. The Intern will assist the Country Coordinator in administrative and communication related tasks.

**Job location:** Tbilisi, Georgia

**Working hours:** 4 hours per day, Monday-Friday

**Starting date:** 1th of May, 2016

**Duration:** 5 months (part time – 4 hours a day)

**Remuneration:** Paid position (GEL300 per month gross)

**Equipment:** The intern should be ready to use their personal computer for work.

**Candidate’s profile**

The Intern should:

* Be a final-year student or a recent graduate of Project Management, International Relations, Public Relations or other related field;
* Have a cultural studies background or interest in cultural projects;
* Have advanced level of English (internationally acknowledged certificate is desirable);
* Be a native Georgian speaker;
* Be able to interact verbally and in writing with professionalism;
* Be a self-starter, results-focussed problem solver, and team player;
* Be flexible to perform a wide variety of tasks in a small team.

**Main responsibilities**:

* Update the Associates Facebook closed groups with news, materials and updates from the programme;
* Contact all Programme Associates in their country each month by phone;
* Support in marketing and communication;
* Support the updating of the contacts database;
* In consultation with the Country Coordinator, support other team members with other activities as required.

**Benefits for intern in case of successful completion:**

* Induction training process by all staff;
* Develop a basic understanding of the workings of EU Programmes
* Certificate on internship;
* Reference from the Programme;
* Opportunity to attend the workshops;
* Experience of working in an international office environment
* Experience in emerging cultural and creative sectors.

**How to apply:**

Please, send your CV and motivational letter (up to 1 A4 page) to

georgia@culturepartnership.eu with subject “Intern\_Surname”.

Deadline for applying: 24.04.16 23:59 (EEST).

For any questions please contact georgia@culturepartnership.eu