

Placement Cultural Management

Ass. ArtEtCulture.Européen a.s.b.l is promoting art and culture and works cross-border and interdisciplinary. At this, ArtEtCulture is concentrated with the communication and understanding between art- and culture sector, the economy, the politic and other social groups and organisations, also across the frontier of Luxemburg.

Currently we want to launch several projects and during the next weeks and months we are ready for the prearrangements and procedures of several exhibitions, concerts and workshops.

We need for the support in different sectors, such as:

Presswork and public relation

Creating of the press review

Creating of the press release

Creating of the press release distributions and contact to the journalists - assistance by the execution of events/presentation

Organisation, coordination and assistance for artists

Updating of contact details, public relations and correspondence

Preparing of brochures, creating of newsletters

Assistance by the execution of events/presentation

In short: a very diversified administrative job, in which the current team is looking for an assistant, which has a great interest in the Luxemburg's cultural environment.

We are looking for young, dynamic and flexible person, who is willing to give us assistance in this cultural environment in the daily administrative work. We will respect his/her personal experiences and competences and his/her career aspirations.

The following knowledge are requested:

Languages: German and French and/or English; Luxemburg's would be utile

MS Word and MS Excel Power Point

Capacity of teamwork

Openness and sociable

Independent work style

Your beginning is: August 2011

- For the program ERASMUS: 3-12 months
- For the program Leonardo Da Vinci: 2-26 weeks

Minimum 6 months – preferable 12 months

Please send your candidature through E-Mail or mail to Katharina Selzner-Bach, Project Management.



Association
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a.s.b.l

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