



Communications Intern

Full time position starting from March 2024

Job Description

About IETM

IETM is one of the oldest and largest global cultural networks, young at heart and innovative in its strategies. IETM represents the voice of over 500 members who are performing arts organisations in the contemporary performing arts worldwide. We create, organise and execute a large range of activities each year, for our members and the wider performing arts sector. These include small and large events across the globe, advocacy actions and campaigns, research and publications, training, and community engagement. In addition, we pioneer dialogues and initiate developments on the most pressing topics in our sector and societies at large.

You can read more about IETM [here](#), and more about the governance and organisational structure [here](#).

IETM is committed to diversity, equality and inclusion within its team and encourages qualified professionals from all backgrounds to apply, in particular those who identify with an underrepresented group in the cultural sector.

Role

IETM is looking for an enthusiastic, hard working and tech savvy Communications Intern to help support IETM's Communications and Membership department with its daily activities. The Communications Intern will help carry out IETM's communications deliverables across its

International network
for contemporary
performing arts

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various outlets under the supervision of the Communications Manager and in close collaboration with the Membership Manager, as well as working closely with other team members of the IETM Secretariat and the IETM membership.

Profile

We are looking for a hands-on and knowledgeable Communications Intern with strong technical skills and a creative flair. The ideal candidate will either be;

- **currently studying** Communications or any other relevant degree (see below) and looking to undertake a **required internship in accordance with their studies**

or

- a **recent graduate** looking to kick-start their career.

They will have the ability to think outside the box, apply themselves to helping develop IETM's communications strategy, have strong attention to detail and a positive mindset.

Required qualifications and skills:

- Currently studying for or recently graduated from a Bachelors or Masters degree in Communications, Marketing, Media Relations, PR, Audiovisual skills or any other relevant field;
- Excellent technical skills in the form of website and audiovisual skills (back-end website management, uploading content to the website, video and podcast editing, etc);
- Demonstrated knowledge of all of IETM's communications channels (newsletter, social media, website);
- Demonstrated knowledge of the latest communications trends, technologies and developing landscape;
- Fluency in both written and spoken English - knowledge of other languages is a bonus;
- Excellent presentation, communications and interpersonal skills with the ability to work both independently and as a team player in a multicultural environment;
- Demonstrated knowledge or interest in the performing arts field desired but not essential;
- Based in Brussels, Belgium or able to relocate.

Tasks and responsibilities

The primary responsibility of the Communications Intern is to help the Communications Manager with day-to-day tasks that keep IETM's communications outlets running smoothly.

This includes, but is not limited to:

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- Collecting materials for and uploading and editing essential information, news, resources and opportunities to the IETM website in a digestible and clear format;
- Keeping the IETM website up to date, monitoring pages, archiving and editing content;
- Liaising with external partners and stakeholders;
- Helping the Communications Manager with technical aspects in preparation and execution of IETM events such as handling technical aspects, social media coverage and liaising with and receiving material from photographers and videographers;
- Strong technical skills in editing audiovisual and static communications content (videos, podcasts, graphics, animation) through various programmes (Canva, Adobe Premiere Pro, Photoshop, Mailchimp, etc);
- Building relationships with the press, researching into news outlets, promoting IETM's activities and drafting press releases and communication kits;
- Writing and drafting social media copies;
- Bring ideas and suggestions to IETM's social media and communications strategies and develop them with the Communications and Membership team.

Tasks shared with other Secretariat team members:

- Collaborating in team projects, engaging in cross-organisational collaborations, supporting and contributing to other team projects and programmes;
- Attending weekly team meetings;
- Contributing to updating the database;
- Knowledge sharing, staying informed on sector news, best practices and trends, maintaining an understanding of the evolving Performing Arts landscape;

Position within the organisation:

The IETM Communications Manager is line manager to the Communications Intern. The Communications Intern will also work closely with the IETM Membership Manager.

What do we offer?

The successful candidate can start from **March 2024**.

- This is a **full time position** (38h per week) located in **Brussels, Belgium**. We offer a hybrid working model where we aim for a balance between home and office work. The IETM team meets regularly at the IETM office and weekly presence at the office is required. Due to renovation of our office space at the Kaaitheater, IETM is temporarily relocated at [Rue Gallait 78, 1030, Schaerbeek](#).
- The duration of the contract is dependent on each individual's circumstances. We are able to offer those **currently studying** and needing to take on a **required internship** in

accordance with their degree an internship of **up to 6 months**. We are able to offer those recently graduated or looking to take on an extra curricular internship alongside their studies an internship of **6-8 months** with the possibility of extension.

- In accordance with the above regulations, the salary and benefits will be based on each individual's circumstances and can be discussed in more detail at the interview stages.

The selected candidate is expected to work **Monday** through **Friday** (core working hours between **09:30 and 17:30**). They normally will not be asked to work longer than **38 hours per week**. Hours can be flexible to suit the employee – however, they will not normally start before **08:00** and will not continue after **19:30**. Weekend work might be required in connection to IETM events. This is not expected to exceed six weekends per year and overtime will be compensated in time off.

Recruitment process

Please send your CV and cover letter outlining your motivation for the role and relevant work experience to recruitment@ietm.org with the subject line: **APPLICATION - IETM COMMUNICATIONS INTERN**

Deadline: 9 February 2024 at 17:00 CET

First interviews: Week of 12 February 2024 (online)

Second interview: Week of 19 February 2024 (in person or online if unable to travel to Brussels)

Selected candidates may be required to complete a small assignment.

For more information, please write to recruitment@ietm.org.