

EARMA Events intern

We are looking for an enthusiastic candidate who would like to join us as our Events intern. You will become part of a fun small team based in Brussels/Leuven (Belgium). During the pandemic, all team members have been working from home. However, now we are starting to return to the office on some days per week. Since you will occasionally be working from home, you must have a space where you can work in a professional manner with minimal noise interference and with a stable internet connection. EARMA will provide the IT equipment needed for the internship. You may further get the opportunity to travel to one or more European destinations in order to help run events there.

About EARMA

EARMA is the European Association of Research Managers and Administrators. Our goal is to invest in those people supporting and managing research so they can be as productive and happy as possible. This contributes to scientific research and to society. We are a non-profit organisation under Belgian law with a legal address in Brussels but a factual address in Leuven. Our members are mainly academic (universities and research organisations). We organise an annual conference (1000+ participants), offer a training programme and other events which are mainly organised in Brussels. We have approximately 170 institutional members (organisations) and 200 ordinary members (persons). EARMA have existed for 25 years and has a great reputation in Brussels and around the world. The core of our association is the EARMA members of whom a large number contributes to the association as volunteers.

What you will be doing

You will support the Community & Events Manager with the planning and execution of most of our online as well as in-person events and the annual conference. This will include:

- Adding events to our website's events calendar and keeping them updated which involves collecting and editing photos and biographies, writing event descriptions etc.
 - Reaching out to and managing relationships with speakers.
 - Creating fact sheets.
 - Preparing event access instructions.
 - Formulating event invitations.
 - Researching and evaluating venues.
 - Creating zoom meetings and webinars and becoming comfortable in hosting them.
 - Showing start-of-event and break video clips.
 - Comparing venue and supplier options in excel.
 - Giving technical briefings to speakers.
 - Preparing surveys and polls.
 - Hosting events together with the Community & Events Manager (occasionally, you may run a digital event by yourself).
 - Help answer emails that are sent to events@earma.org.
- + any additional tasks required to run our successful events

Compensation:

The intern will need to be eligible for ERASMUS+ funding. We will top up your ERASMUS+ funding received to reach a combined total of benefits of 1000 Euros net per month.