

Programs & Communication ERASMUS+ INTERNSHIP OPPORTUNITIES¹

Jeunesses Musicales International (JMI) is the world's largest youth-music non-profit organization with members in over 70 countries worldwide. Through its network and programs that use the power of music for social change, the JMI network reaches over 7 million young people annually.

General Duties and Responsibilities

- Interns will work between 10:00 and 17:00 between Monday and Friday.
- The tasks that the intern needs to undertake are described in the section below. The tasks will be provided progressively and according to the needs/priorities of the organization.

Foreseen general tasks include:

- Liaising with JMI Members and international partners.
- Support the Programs Director and the Programs Manager in the daily organizational management of projects, programs and events, both online and offline.
- Support the draft and preparation of communication documents and contents (articles, newsletters, press releases, social media posts, website updates, etc.).
- Support the preparation and implementation of international meetings and events in the framework of JMI current projects/programs.
- Support the Programs and Communications teams in the general documentation, monitoring and reporting of JMI ongoing programs and activities.

Expected Learning Outcomes:

- Knowledge about the hosting organization.
- Knowledge and skills related to the preparation and management of cultural (youth & music) events, both online and offline.
- Knowledge related to the European cultural sector and music industry.
- knowledge and skills related to the daily management of an international NGO/global network.
- Attitude of responsibility and commitment.
- Entrepreneurship and sense of initiative.
- Skills and attitudes related to working in a multicultural and international environment.
- Cooperation and communication skills.
- Ability to work independently, according to objectives and set deadlines.

¹ Please note that different positions will be available throughout the year.

- Skills related to public relations, communication with institutions and key stakeholders in the cultural field.
- Knowledge about EU legislation and policies in the Youth, Music and Culture sectors.

Skills and Aptitudes

We are looking for people who possess:

- Strong communication and interpersonal skills
- Cross-cultural awareness and competence
- Excellent written and spoken English
- Additional languages are desirable
- Good technical skills: MS Office/photo editing/internet / social media
- Basic project management skills
- Financial literacy is a plus

JMI interns are core members of our close-knit, industrious JMI team. As such, you must approach the internship with commitment and professionalism, with an eye to the following attributes:

- Attention to detail.
- Ability to prioritize a varied workload and meet multiple deadlines.
- A proactive attitude.
- Willingness to take initiative and work independently.

JMI Internship Periods & Specific Tasks

The following list outlines the different programs/departments available for interns to engage in at JM International, along with the time periods in which interns are required.

PROGRAM/ DEPARTMENT	TIME PERIOD	TASKS
COMMUNICATIONS	All year	<ul style="list-style-type: none"> - Creating communication assets, media, news, etc... - Management of digital communication channels: social media (FB/Instagram/Youtube), mailing lists (MailChimp), etc. - Management of website(s) contents and updates - Event Communications Support - Follow-up of JMI Comms strategic plan
MUBAZAR	All year	<ul style="list-style-type: none"> - Support the strategic development of JMI's mubazar.com startup. - Identifying, processing and organizing contents and opportunities on mubazar.com. - Partner support and development. - Research organizations/opportunities and reach out to new potential users for the mubazar.com platform - Create promotional and communication materials connected to the mubazar.com platform

<u>ETHNO</u>	All year	<ul style="list-style-type: none"> - Support the Ethno Global Coordinator in the daily organizational management of projects, programs and events, both online and offline. - Support the draft and preparation of contents (articles, newsletters, press releases, social media posts, website updates, etc.). - Support the preparation and implementation of international meetings and events - Communication with selected participants and other relevant stakeholders - Support the general documentation, monitoring and reporting of ongoing programs and activities
<u>YAM</u>	April - December	<ul style="list-style-type: none"> - Creating communication media, press releases, etc. - Management of digital communication channels: social media, mailing lists, website, etc... - Management of public relations: events, invitations, information, etc... - Support the preparation and implementation of the annual YAMsession and YAMawards. - Communication with YAMawards Nominees and YAMsession participants and other relevant stakeholders. - Coordination with institutions, productions, producers, bookers, etc.
<u>IMAGINE</u>	March - November	<ul style="list-style-type: none"> - Support the preparation of the annual International Finals. - Communication with participant bands and other relevant stakeholders - Creating communication media, press releases, etc. - Management of digital communication channels: social media, mailing lists, website, etc... - Management of public relations: events, invitations, information, etc...
<u>AGA / JMI GLOBAL</u>	April - December	<ul style="list-style-type: none"> - Support the preparation and implementation of the JMI Annual General Assembly and conference. - Creating communication media, press releases, etc. related to the JMI Global and General Assembly (to be held in Spain in July 2022) - Management of public relations: events, invitations, information, etc... - Communication with participants, member representatives, speakers, etc. and other relevant stakeholders
<u>PLAY IT LOUD</u>	All year	<ul style="list-style-type: none"> - Support the preparation and implementation of the Play it Loud activities over the year - Creating communication media, press releases, etc. related to the Play it Loud project

		<ul style="list-style-type: none"> - Website and content management for the Play it Loud project - Management of public relations: events, invitations, information, etc...
EnCORE	February - June	<ul style="list-style-type: none"> - Support the preparation and implementation of the enCORE event. - Creating communication media, press releases, etc. related to the EnCore event (to be held in Budapest in May 2022) - Management of public relations: events, invitations, information, etc... - Communication with selected participants and other relevant stakeholders
JM Jazz World	March - August	<ul style="list-style-type: none"> - Support the preparation and implementation of the JM Jazz World Orchestra 2022. - Creating communication media, press releases, etc. related to the JM Jazz World camp/events (to be held in Croatia in July 2022) - Management of public relations: events, invitations, information, etc... - Communication with selected participants and other relevant stakeholders
FAIR PLAY	June - December	<ul style="list-style-type: none"> - Support the preparation and implementation digital and live Fair Play events - Creating communication media, press releases, etc. related to FairPlay artists and events - Management of public relations: events, invitations, information, etc... - Communication with FairPlay artists and ambassadors and other relevant stakeholders
EUROPEAN EMERGING BANDS CONTEST	February - July	<ul style="list-style-type: none"> - Creating communication media, press releases, etc. related to the Competition - Management of public relations: events, invitations, information, etc... - Communication with applicants and selected musicians/bands and other relevant stakeholders - Support the preparation and implementation digital and live events

Terms

- JMI only hosts interns with Erasmus+ traineeship bursaries or from similar University Programmes.
- JMI offers a modest monthly allowance for lunch meals and covers work-related local transportation within Brussels.



- Internship cycles run throughout the year with a minimum required commitment of 3 months. Please refer to the table above for time periods and tasks as per the different programs and departments.
- Full-time internships are preferred but arrangements on a part-time basis may also be considered.

How to apply

Please submit your interest to giulia@jmi.net by sending your CV and a short letter of motivation. Kindly also indicate the program(s) and period(s) you would be interested in and available to join us, as well as the suggested length of your internship's duration. Applications are reviewed on a rolling basis and positions are being filled in for any time during the year.

