

Executive summary

The Position

- The Role: General tasks that require some knowledge of social media platforms and marketing.
- Benefits: 100 Euro salary with an option to work remotely.
- Requirements: To be a student receiving an Erasmus scholarship.

Application & Info

- **Apply here:** <https://forms.gle/5cPsJLBk1Z9z8wry8>
- Contact us here: lensassemble@proton.me
- Check out our website: <https://lensassemble.squarespace.com/>

Introduction

Hey!

First of all: we get you. We have been in your shoes. Endlessly looking through job postings without getting an actual understanding of the business or your role. We'll try to explain everything clearly and concisely, but in case you had questions, you can hit us up by mail.

Also please take the time to read this introduction part carefully.

Lens Assemble is a tight-knit community of photographers, offering unknown artists an opportunity to showcase their work and potentially earn income. In addition, Lens Assemble hosts regular events, workshops, and mentorship programs to enhance members' skills and expand their artistic horizons. Our diverse community encompasses a wide range of genres and styles, encouraging collaboration and exchange of ideas. You can check out the rest on our website.

We are looking for you if you are enthusiastic, diligent, and happy to work together with others toward a goal. You don't need much specialized knowledge, as this is not a specialized, but a general position. If you are interested in working with social media platforms, curate content, and most importantly, learn, then you are in the right place. You don't need to be a photographer, but it's nice if you like looking at beautiful shots. You will be working with us on exciting projects related to furthering our organization's reach.

The Role

We are a small team, which means that usually, we tackle problems together. Your tasks will be mostly the following but can change according to your needs and study program.

1. Creative writing: Our social media presence is not the strongest. We need your help to strengthen it! We have an Instagram and a Medium account; the first is managed by us, and the second is really just a blog for our members around the world to share their experiences. We could use your help to spice up these two platforms, and additionally establish our presence on others. If you are interested, you could even start a TikTok channel! It also depends on you, what you are comfortable and happy with.

2. Project management: We often have multiple events and projects going on, but as we are rather spontaneous, we don't have a centralized position to manage them. We don't expect you to be a project management specialist. Writing memos, keeping in touch with different stakeholders, and reminding some team members that they're behind on a commitment is what we mean.

3. Written correspondence: We have partners and members from all over the world. Sometimes they need information from us, or we have to let them know about certain issues. It is about writing in a professional, but friendly manner to people we already know. You are channeling information, ideas, and insights - and we would love to hear your opinion too!

4. You name it! We are highly confident in every person's creativity and imagination. You'll come and work with us, and something might strike your mind! We might be doing something inefficiently, or not doing a useful process at all! It's your opportunity to share your thought, and create your own position and task, to improve our working and organization.

Benefits

Your benefits are numerous! First of all, you'll get to know many people and be in both an intellectually and emotionally stimulating environment. We couldn't be surer that you'll feel great with us. However, you can't pay for your accommodation

in Rome with fulfillment, so we offer a not-so-generous but indicative salary in addition to your Erasmus grant: 100€ / month.

Another benefit is (we know you'll like this) the opportunity to **work online**. Let's admit: Italy is an amazing country, and you could spend a lifetime discovering it all. With us, you'll have the opportunity to work partly or even fully remotely. You'll still have the above-mentioned tasks, and we'll be sorry not to see you every day in person - but hey, we know the joy of discovery. In fact, many of our team members work longer or shorter amounts remotely throughout the year. It's a great way to build connections and... We could tell a lot about it, but we don't want to bore you, let's talk about the details in private.

Requirements / Qualifications

We don't require any specific qualification; however, you need to be a university student at an Erasmus-partner organization. Your salary won't cover your costs, and thus, you need to be admitted to the Erasmus Traineeship program with a scholarship to work with us. This also means that you need to be studying in the European Union.

Hope to hear from you soon!