

## **EUNIC Washington DC Cluster**

*Culture and Communications Intern for Baltimore*

### General

EUNIC Washington is a coalition of EU member states' national institutes of culture: Alliance Française, Austrian Cultural Forum, British Council, Goethe-Institut, Hellenic Foundation for Culture, Instituto Camoes, Italian Cultural Institute, Romanian Cultural Institute, and the Embassies of Cyprus, Denmark, Finland, Ireland, Romania, Slovenia, Spain and Sweden.

It aims to present edgy, creative, diverse and thought-provoking cultural and educational programs to showcase Europe.

### Cultural Communication with Baltimore

In 2013 and 2014, EUNIC Washington will partner with Baltimore Office of Promotion & The Arts (BOPA) for an ambitious 18 month project highlighting the positive role of culture in urban development. The BOPA, is the Arts Council for the City of Baltimore, addressing the needs of the arts community through arts and cultural activities and the development of grant programs. The Office also produces festivals, special events and promotions for the City.

The project is entitled "**Transit: Creative Placemaking in Baltimore**". It will nurture interactions between the City of Baltimore and several European cities to reflect on the impact of culture on city revitalization.

Baltimore City has three Arts & Entertainment (A&E) Districts within its metropolitan area: Highlandtown A&E District (E. Baltimore), Station North A&E District (Midtown/N. Baltimore), and Bromo Tower A&E District (Downtown/ W. Baltimore). Each A&E District represent diverse and distinct communities in particular geographic areas. All are similarly impacted by the presence of large city transportation hubs within the city. "Transit" will bring together EU and local artists through engagement with the community to explore: how these hubs are used by riders and provide access to creative placemaking; how they integrated into the community, and how they are viewed by community residents. Through consideration of these questions, "Transit" will engage artists and community residents to strategically transform the environment in each A&E District.

### Job Description

The Culture and Communications Intern is a three to five month internship and will be based in Baltimore at the Baltimore Office of Promotion & The Arts. The primary responsibilities of this position are to assist in the administration of the culture program and communication activities, coordination of film programs and panel discussion and provide related support to the Cultural Affairs Assistant Director (BOPA) and work as liaison with the EUNIC in Washington DC. Duties include, but are not limited to:

The intern will liaise between EUNIC members and the Baltimore Office of Promotion and the Arts. He/she will assist in the coordination of the initiative, logistics and communications.

Duties include, but are not limited to:

### Responsibilities

- Assists in the daily administration of "Transit" initiative including:

- Assisting in the coordination of meetings
- Composes & edits correspondence
- Assists in the maintenance of files
- Researches information and data on Europe and cooperates with the European Embassies in Washington to receive information about Europe and places it on the website of this project
- Assists in the coordination of meetings, including:
  - Recording and transcribing of meeting minutes
  - Assists in communication of meeting updates, agendas, and minutes.
- Assists in the communications
  - Creates communications materials
  - Updates "Transit" website
  - Posts information on social media to relay program information as needed
- Assists in event management
  - Keeps contact with stakeholders in programs (such as the residency, film, panels) such as representatives of Arts & Entertainment Districts of Baltimore, MICA and others
  - Coordinate the logistics of event planning including working with, host locations, artists...
  - Prepare data and information for the residency program offered to artists and experts in urban development,

#### Required knowledge, skills and abilities

The ideal candidate is a curious and independent and communicative individual.

- Fluent in English
- Cultural management or communications student
- Ability to coordinate multiple partnerships project

#### Conditions

- The intern must be EU citizen.
- The intern will be under an Education Visa and will be responsible for his/hers visa fees, health insurance and transport to the USA
- The internship periods will start on March 1<sup>st</sup> 2013 and end on July 31<sup>st</sup> 2013
- This is an unpaid position with a stipend of 220€/month
- Monthly Transit Pass for Baltimore provided
- Housing provided at the Maryland Institute College of Art

#### Internship period(s) in Baltimore

April 01 - July 31, 2013  
 August 19 - December 14, 2013  
 January 13 - June 13, 2013

#### Deadline(s) for application

March 01, 2013  
 May 15, 2013  
 October 15, 2013

All eligible candidates should email their CVs and cover letters to [KGreen@promotionandarts.com](mailto:KGreen@promotionandarts.com)