



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on Culture

Sector: Culture

Duty station: Venice, Italy **Director/Head of the office:** Ana Luiza Thompson-Flores

Trainee supervisor: Veronique Dauge, V.Dauge@unesco.org

2. DESCRIPTION

Duration: 12 months

Description of tasks:

Under the overall authority of the Office Director and direct supervision of the Head of Culture Unit, assist to design, develop and implement the Office's activities in the field of Culture within the framework of the Office mandate, and more specifically:

- Assist the Head of Culture Unit and other relevant programme officers in the implementation of the overall programme of activities developed in the framework of the Office mandate in the field of Culture
- Assist in the identification of extrabudgetary funding opportunities and in the preparation of related project proposals
- Assist in the organization of meetings, workshops and other events
- Assist in the drafting of correspondence, preparation of presentations, speeches, web releases and other outreach and communication materials
- Any other task that may be required

Expected contribution (major expected outcomes):

- Meetings/events organized
- Communication outputs prepared and released
- Fund-raising opportunities identified and possible project proposals prepared

Learning objectives:

After the assignment the trainee will have:

- General understanding of the work and mission of UNESCO, with special focus on the field of culture, from a Field Office perspective
- Developing knowledge of relevant financing instruments in the field of culture, with special focus on EU funding opportunities
- Insight into issues of international cooperation on culture in South-East Europe
- Hands-on experience on communication and fund raising in an international environment



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3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

- Second-level university degree on the economics of culture, culture management, cultural studies, cultural heritage protection, or other related subjects

Knowledge of specific subject areas:

Academic knowledge of the following subjects and possible related professional experience will be considered as an added value:

- Participatory management of culture and cultural heritage
- Impact of culture in sustainable development

Language requirements:

- Fluency and excellent writing skills in English are required. Proficiency or good understanding of French is desirable.
- For English language native speakers, proficiency in at least one other language is required.

Information technology skills:

- Excellent ICT skills with special focus on office software (word processing, presentations, data sheets)

Other qualifications and skills (e.g. teamwork, communication etc.):

- Good communication, research and analytical skills to be able to rapidly analyze and integrate diverse information from various sources, interpret needs and requirements
- Experience, ability and willingness to work within an international environment and to positively cooperate/interact with a plurality of persons with different cultural background