PROFILE
INTERNSHIP INTERNATIONAL FOUNDATION MANIFESTA

An internship opportunity that provides great insight into the management of an influential international cultural foundation. This is a relevant opportunity for practical training and experience in arts administration whilst being part of our international and dynamic team.

The internship position will primarily give general administrative assistance on various internal projects of the Foundation, such as archiving and library management, as well as assisting the management team in a variety of tasks.

The intern will have the opportunity to be involved in meetings about current and future editions and to learn more about the process and managerial and administrative challenges of developing a programme for the European Nomadic Biennial.

TASKS
- Assisting with the digitisation and re-organisation of Manifesta's archives.
- Assisting with Manifesta's online shop and publications management.
- Updating the Foundation's digital and physical library.
- Assisting with office administration tasks, such as travel arrangements and scheduling, organising contact databases and supporting in the organisation of team meetings and events.

REQUIRED PROFILE
- Have a university education related to cultural or arts management.
- Fluent written and spoken English language skills. Dutch is not essential but is an advantage, as are other European languages.
- Have strong general administrative and computer skills.
- Be cooperative and flexible.
- Interested in working in a fast-paced international environment.

CONDITIONS
- This is a Bachelor/Master assignment which is both suitable for graduation and apprentice internship. Please note that we can only consider students who are enrolled at a University for the entire duration of the internship.
- Duration: 3-6 months
- Location: Amsterdam
- Time commitment: At least 3-4 days a week.
- Volunteer salary of €190,00 per month.