



AEC, Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen, Brussels-based, <https://www.aec-music.eu/> is urgently seeking

## **1 Project and membership management Trainee**

### **Description of AEC**

The European Association of Conservatoires (AEC), founded in 1953, is the leading voice for higher music education (HME) in Europe, representing a dynamic European cultural and educational network with almost 300 institutions for professional music training in 55 countries (conservatoires, music academies and universities, musikhochschulen, etc.).

As leading voice for HME AEC sees professionally focused arts education as a quest for excellence in three areas: artistic practice; learning and teaching; research and innovation. It seeks to foster these elements and to encourage the diversity and dynamism with which they are pursued in different institutions, countries and regions through the organization of European projects, congresses and seminars, exchanges, research and by representing the interests of its members on European, national and international level.

AEC understands and supports music and arts education, together with cultural participation, as central contributors to quality in human life, and inclusive societies founded on democratic values.

Each year the AEC organizes, in a different European country, the Annual Meeting for International Relations Coordinators of European Conservatoires and the AEC Annual Congress, with the aim to discuss relevant subjects in the field of higher music education in Europe and to exchange information. There are also events with specific themes, such as the Pop and Jazz Platform in February, or the European Platform on Artistic Research in Music.

As far as projects are concerned, the AEC coordinates since 2018 and until 2021 the project 'Strengthening Music in Society (AEC-SMS)' which addresses - among other themes - diversity, learning and teaching, entrepreneurship, and digitalization; AEC is also involved as a partner in various other projects

### **The role of the trainee: activities of the project and management trainee**

Throughout the year, AEC has trainee positions available, for a period of at least five months. Depending on your skill set and your willingness to learn, you'll get a chance to develop knowledge and skills in multiple fields. You will:

- have the chance to assist in the organization of seminars and conferences in various countries in Europe. This is the opportunity to meet the European network that the AEC represents;
- assist in the day to day running of the organization. You will learn about the different aspects of AEC's work and collaborate with the entire team;
- get your own project linked to the work of AEC and also to your own interest. This project can include qualitative and quantitative research, be linked to the organization of a certain event or to assisting one of AEC's expert working groups with their work.

You will work and communicate with experts and people throughout the entire AEC network all over Europe, including the AEC Council which is responsible for the long-term strategy of the AEC. You will assist our expert working groups (for example one of [SMS project](#) working groups) with organizing meetings, preparing publications and reports. Moreover, you will assist the AEC Office and Project Coordinators with the overall management of the office and of the

various projects. This includes contributing to the financial administration of the project, AEC and of the membership. If you feel at ease with dealing with 300 institutions, coordinating projects, asking the right questions and bringing people together, this is the position for you.

Becoming an intern at AEC means an international work environment in Brussels, which requires an open and communicative approach. An intern should be able to adapt quickly to different situations, feel comfortable dealing with a wide range of tasks and with working in a team. A high level of English is required; knowledge of French, German or Italian is an asset.

This traineeship is highly suitable for students in cultural management courses, European studies, communication studies, social studies, or related humanities programmes, wanting to have experience in working in a cultural organization on European level and in working with European funding programmes in education and culture

**Requirements:**

Becoming a trainee at AEC means an international work environment in Brussels, which requires an open and communicative approach. A trainee should be able to adapt quickly to different situations, feel comfortable dealing with a wide range of tasks and with working in a team.

This traineeship is highly suitable for students in cultural management courses, European studies, communication studies, social studies, or related humanities programmes, wanting to have experience in working in a cultural organisation on European level and in working with European funding programmes in education and culture.

**Language skills:** A high level of English is required (C1) knowledge of *French, German or Italian* is an asset.

**Contract type, duty station**

Duty station: Brussels, Belgium

Contract type: Convention d'Immersion Professionnelle (CIP), with a monthly stipend of 812 Euro, as per CIP, + monthly compensation for public transport

Duration: 6 months starting from 1<sup>st</sup> July (negotiable)

Additional benefits: EURES-TMS benefits (<https://euresmobility.anpal.gov.it/>)

**How to apply**

Send your cv (in English only) with a motivational letter [info@aec-music.eu](mailto:info@aec-music.eu), and cc to [eurespuglia@regione.puglia.it](mailto:eurespuglia@regione.puglia.it) quoting AEC trainee, attn. Barbara Lalic, AEC Office and Project coordinator **by 6<sup>th</sup> June 2021**