



2019-IPR-H-000-011455

**Trainee – Event Organising and Visitor  
Centre Operator**

<p><b>Position for:</b></p> <p>Trainee</p>	<p>As the science and knowledge service of the Commission, the mission of Joint Research Centre is to support EU policies with independent evidence throughout the whole policy cycle.</p> <p>The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <a href="http://www.jrc.ec.europa.eu">http://www.jrc.ec.europa.eu</a></p> <p><b><u>Short description of activity:</u></b></p> <p>Unit H.2 'Knowledge Management Methodologies, Communities and Dissemination' of the Directorate for Knowledge Management, is looking for a trainee to provide assistance in the organising of events and the day to day running of the Visitor Centre.</p> <p>Tasks for this position include:</p> <ul style="list-style-type: none"><li>➤ Contribution to the organisation of corporate and local events, aiming at better communicating our role as the European Commissions' science and knowledge service.</li><li>➤ Assistance to the day to day management of the Visitors' Centre, where visitors have the opportunity to learn about the scientific contribution of the JRC to European policies.</li></ul> <p>The role of the trainee will be, under supervision of the Traineeship adviser:</p> <ul style="list-style-type: none"><li>• Support with organisation and logistics for corporate JRC events and conferences, in all its phases: preparation, executing and follow-up.</li><li>• Support with the day to day running of the JRC Visitor Centre, including working with specific groups.</li></ul> <p><b><u>Qualifications:</u></b></p> <p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"><li>- a degree in a relevant topic such as communication sciences</li><li>- good writing and oral communication skills and assertiveness, as well a problem solving attitude;</li></ul>
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	<p>- good level of spoken and written English (B2)</p> <p><b><u>Advantage:</u></b></p> <p>- Relevant experience in event management or PR activities</p> <p>- Knowledge of Italian</p> <p><b><u>For general eligibility requirements, please read the rules governing the traineeship scheme of the JRC:</u></b></p> <p><a href="https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/jrc-trainees">https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/jrc-trainees</a></p>
<b>Unit / Directorate</b>	<p>Dir H: Knowledge Management Unit H.2: Knowledge Management Methodologies, Communities and Dissemination</p> <p>Further information: <a href="https://ec.europa.eu/jrc/en">https://ec.europa.eu/jrc/en</a></p>
<b>Indicative duration</b>	5 months
<b>JRC Site</b>	Ispra
<b>Country</b>	Italy
<b><u>JRC contact details</u></b>	<p><b>For any technical problems with your application, please contact:</b> <a href="mailto:HR-AMC8-RECRUITMENT-TOOLS-SUPPORT@ec.europa.eu">HR-AMC8-RECRUITMENT-TOOLS-SUPPORT@ec.europa.eu</a></p>