

Job opening at the Université de Lorraine:

Communication internship for the Science & You 2015 project
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Science & You is a major science and culture event organised by the Université de Lorraine, which will take place across the whole of Lorraine in early June 2015. The event will be made up of an international conference for science communication professionals (Journées Hubert Curien), a training course for PhD students, and a Forum, all in the Palais des Congrès in Nancy, together with a series of events for the general public throughout Lorraine. To ensure the success of this project, the Scientific and Technical Culture team at the Université de Lorraine is recruiting a trainee in communication.

Job description

Your overall role is to take part in the current activities of the Communications Officer and the Project Leader:

- Implementing communication strategy
- Designing communication material (posters, programmes, ad insertions, ...)
- Designing communiqués and press kits (in English and French)
- Organising press events
- Editing the regular newsletter
- Updating the event's website daily
- Managing the social networks linked to the event

Candidate profile

- At least 4 years of higher education
- University education or School of Communication / Public Relations / Press Relations
- Good command of web indexing and web tools
- A specialisation in journalism would be a bonus
- Knowledge of the worlds of research and higher education would be a bonus
- Good command of Microsoft Office (Word, Excel, PowerPoint) and of desktop publishing with InDesign
- Good knowledge and experience of social networks
- Good writing skills
- Proficiency in English and French, both written and oral, is strongly recommended
- Ability to work independently

Position in the organisation

You will be working under the leadership of the Science & You Project Manager and the Communications Officer of the Scientific and Technical Culture Division of the Université de Lorraine. You will be working closely with the other team members.

The post is based in the Scientific and Technical Culture Division of the Université de Lorraine.

Terms and Conditions of the Internship

The post is to be staffed during the 2014-2015 academic year (maximum extent: 1st September 2014 to 30th June 2015), ideally in the context of the European ERASMUS programme.

The internship is full-time.

Main workplace and operational territory: the post is based at the Université de Lorraine in Nancy.

Paid internship with binding internship agreement.

Applications (curriculum vitae and covering letter in support of application) are to be sent by e-mail before the 30th August 2014 to:

Kateřina Picková

Chargée de projet Science&You 2015

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