

Student internship at the MusiQuE Office (immediate start)

Short description of the organisation

MusiQuE - Music Quality Enhancement is an external evaluation organisation dedicated to assisting higher music education institutions (conservatoires, music universities and academies, etc.) in constantly enhancing quality. MusiQuE offers a range of review and accreditation procedures tailored to the needs of higher music education institutions and operates in Europe and beyond.

Description of the internship

MusiQuE has currently **one internship position open, starting as soon as possible**, for a period of at least three months. The position is full time. 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 be responsible for:

- the coordination of review procedures of higher music education institutions in Europe and beyond (in terms of practical organization, preparation of offers and briefings, proof-reading review reports, etc.). MusiQuE upcoming procedures are planned in the UK, Thailand, and Belgium.
- the update and improvement of the Peer-Reviewers register, the database listing MusiQuE's trained review and accreditation experts
- MusiQuE's communication activities (including through newsletters and websites)
- The compilation of feedback questionnaires from institutions/programmes reviewed and from reviewers
- The preparation and follow-up of MusiQuE Board meetings (including practical organisation, preparation of documents and annexes before and after the meetings, writing meeting minutes)
- MusiQuE's financial and administrative day-to-day tasks

Required profile

This internship 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.

Essential Qualities:

- Excellent organisational skills
- Fluency in spoken and written English and ability to write clear and coherent reports in English
- Ability to work independently
- Good communication skills: email, telephone, written, face-to-face
- Good team skills, allied to a willingness to contribute and a readiness to assist others

Desirable Qualities:

- Knowledge of and interest in higher education, and especially in quality enhancement in higher education
- Interest in art and culture
- Good command of other languages than English

What we offer

- Immersion in all aspects of the management of a European-level organisation with a focus on quality enhancement of higher music education

- Professional supervision and assistance for young professionals
- An international and challenging work environment
- An internship fee of 500 euro per month. For recent graduates, a professional immersion contract can be considered.

Other information

Candidates should send their CV and letter of motivation by email to the MusiQuE office (office@musique-que.eu). Shortlisted candidates will be invited for an online interview.

The intern will start their working period mainly on a teleworking basis.

Please note that applications will be reviewed on a rolling basis.

Join MusiQuE team!