



European Composer & Songwriter Alliance

Organisational Profile

The European Composer and Songwriter Alliance (ECSA) is an international non-profit organization (Asbl). As a professional organization, the alliance's principal mission is to represent and to advocate for the interests of Europe's composers and songwriters.

Internship Profile

The ECSA office is currently searching for a Communications and Administrative Intern. The intern will work under the direction of the Executive Assistant and Secretary General and carry out a range of specific tasks related to PR, communications and administrative responsibilities:

- maintaining, regularly updating ECSA's website
- maintaining, regularly updating ECSA's social media
- maintaining, regularly updating and synchronizing ECSA's electronic and material contact lists (members and external contacts)
- preparing press cuttings and briefings on European developments in related policy fields
- general administrative duties, ensuring the smooth-running of the ECSA office.

Intern Profile

Ideally the candidate will have a strong background in communications, social media and European affairs. The successful candidate must be able to work independently and be well-organized. Ideally, the intern will have the following:

- last year student in Communications and/or European Affairs
- excellent computer skills (website updating, MS Office, social media)
- excellent English skills, good knowledge of French
- excellent communications skills
- strong drafting and editing skills
- excellent organizational skills
- interest in music and culture