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AFOL MILANO – SERVIZIO EURES

BELGIO

Riferimento	EURES Puglia
Mansione	PROJECT AND MEMBERSHIP TRAINEE at AEC, European Association of Conservatoires
	The Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen (AEC) seeks 1 Project and Membership TRAINEE for its international office in Brussels. Job Description This is an exciting opportunity for someone interested in cultural management, European cooperation, project work and the higher music education sector. The ideal candidate is curious, organised and comfortable working in an international environment, with a willingness to learn and take on a wide range of tasks. You will join a small and dynamic team working with a diverse network of institutions and experts across Europe. As a Project and Membership TRAINEE, you will support the day-to-day work of AEC and contribute to the organisation of events, projects and activities involving its European network. You will assist our expert working groups with organising meetings and preparing publications and reports. Moreover, you will assist the AEC Office team with the overall management of the office and the various projects. This includes contributing to the financial administration of the projects, of AEC and of the membership. In addition, you will assist the team with projects and activities related to the green shift and sustainability. Depending on the internship period you will have an opportunity to travel to AEC events to support the AEC team in event-related activities, such as: International Relations Coordinators (IRC) Meeting, AEC Congress, AEC Pop & Jazz Platform, AEC European Platform for Artistic Research in Music (EPARM) Ideal candidates: • Interest in the higher music education and cultural sector at large • Interest in the management and coordination aspects of higher music education • Interest in the Green shift • Comfortable working with a diverse network across Europe • Seeking experience in working in a cultural organisation on a European level Responsibilities: • Support overall office and project administration, including financial aspects • Support in coordinating European projects • Support the coordination and administration of AEC projects • Support the AEC team in its environmentally friendly actions and initiatives • Assist with membership-related administration, including follow-up with member institutions and support with membership fees and documentation • Assist with the preparation and coordination of meetings with AEC members, the AEC Council, experts and project partners, Support logistic activities for AEC events, Assist the AEC office team in preparing publications and reports, support basic visual content creation (e.g. Canva) Requirements: • Bachelor's degree in Cultural Management or relevant field • Possess strong organisational and communication skills • Willingness to learn, Comfortable dealing with a wide range of tasks • B2 level or higher in written and spoken English (other languages are an asset) • Good knowledge of MS Office tools, especially Excel and Word • Ability to adapt quickly to different situations, feel comfortable dealing with a wide range of tasks and with working in a team • Proactive, structured, independent and solution-oriented approach to your work What AEC offers • A TRAINEESHIP contract based on the Belgian Convention d'Immersion professionelle - indemnité brute de 1 095 € • An opportunity to expand or gain a professional network in Brussels • Opportunity to work with a small, dynamic, and international team in the cultural sector • A hands-on experience in a supportive learning environment Recruitment Process: Interested candidates should send a short CV, a portfolio, and a 1-page motivation letter (in English) to applications@aec-music.eu and in cc to eures@afolmet.it, using the subject line "AEC Project and Membership TRAINEESHIP". • The ideal TRAINEESHIP duration is 6 months, subject to discussion • The position is full-time and requires presence in or relocation to Belgium. Partial teleworking is allowed, Candidates must have the legal right to work in Belgium • Contact person: Ashkhen Fixova, AEC Project Manager

Le offerte sono consultabili online al seguente link: https://www.cittametropolitana.mi.it/servizi/EURES-Targeted-Mobility-Scheme/ cliccare su Offerte EURES Città Metropolitana

	• For any questions, please send an email to: applications@aec-music.eu AEC regrets that it is unable to acknowledge all applications received. Only short-listed candidates will be contacted. AEC welcomes applicants from various backgrounds and strives to provide equal opportunities to advance diversity and inclusion within its representative network. • Deadline: 2 November 2026 - 23:59 CET. • We review applications on a rolling-basis. • Starting Date: January 2026 The position is open to all EU candidates who may benefit from the EURES Targeted Mobility Scheme
Sede	Brussels
Numero posti	1
Titolo	Bachelor's degree in Cultural Management or relevant field
Email:	**applications@aec-music.eu** and in cc to eures@afolmet.it
Scadenza:	02/11/2026