


**Partenaire**  Ambassade de France à Singapour  
**Adresse** 101-103 Cluny Park Road  
**Code postal** 259595  
**Ville** Singapour  
**Référence** 20D1594085371  
**Titre** COMMUNICATION ASSISTANT DEPARTMENT FOR CULTURE, EDUCATION AND SCIENCE  
 EMBASSY OF FRANCE IN SINGAPORE  
**Description du poste** WORK MISSION

Within the Department for Culture, Education and Science of the Embassy of France in Singapore, the main mission of the intern will be to assist the Communication and Partnership Manager in the development, implementation and monitoring of the communication of the 2020 edition of Voilah! France Singapore Festival which will take place from 22 October to 22 November 2020.

#### WORK ATTRIBUTIONS

Contribution to the development of media / printed materials for Voilah! France Singapore Festival  
 Participate in the liaison with communication and media agencies working for Voilah! France Singapore Festival  
 Implementation and editing of visuals and computer graphics for voilah.sg website and associated social media platforms  
 Set up and run the calendar of voilah.sg website  
 Management of voilah.sg website and associated social media platforms (Facebook / Instagram)  
 Carried out comparative studies and analyse statistics of voilah.sg website and associated social media platforms

#### PROFILE

Third or final year undergraduate students from Bachelor of Arts / Comms & New Media (Major), Bachelor of Social Sciences / Comms & New Media (Hons)  
 Creative Writing  
 Digital Communication & Social Media  
 Webmastering is a plus  
 Master the Office Pack and Adobe Suite office tools (Photoshop, Illustrator, InDesign) as well as Wordpress  
 Ability to organize and work independently  
 Team spirit, versatility and dynamism

#### RECRUITMENT CONDITIONS

This is a full-time internship with a duration of five months, from 15 July to 14 December 2020 with internship agreement between the Embassy of France in Singapore and the student's higher education institution).

The intern will receive the monthly allowances in force according to French regulations.

#### DEADLINE

Please send before 17 July 2020 a curriculum vitae and a cover letter to the attention of Ms. Valérie VAN KOERT, Secretary-General, Department for Culture, Education and Science, Embassy of France in Singapore (valerie.van-koert@diplomatie.gouv.fr)/.

**Type de contrat** Stage  
**Localisation** Singapore

Pays Singapour