


Partenaire	 Ambassade de France à Singapour
Adresse	101-103 Cluny Park Road
Code postal	259595
Ville	Singapour
Référence	20D1594085198
Titre	AUDIO-VISUAL ASSISTANT DEPARTMENT FOR CULTURE, EDUCATION AND SCIENCE EMBASSY OF FRANCE IN SINGAPORE
Description du poste	WORK MISSION
	<p>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 Regional Audio-visual Attaché (Brunei, East Timor, Indonesia, Malaysia, Philippines, Singapore) in the development, implementation and monitoring of the cooperation projects in the cinema, media and video games sectors, for Singapore and the other countries in the area.</p> <p>WORK ATTRIBUTIONS</p> <p>To assist in field studies, evaluations and research</p> <p>To liaise and follow-up with local and French partners in matters related to cooperation, communication and administration</p> <p>To participate in the implementation of cooperation actions and projects - both bilateral and regional</p> <p>To participate in the organisation of the French Film Festival in Singapore (November 2020) which is part of Voilah! France Singapore Festival</p> <p>To assist in the monitoring of the budget and the following-up on administrative matters</p> <p>To draft various documents (notes, reports and articles)</p> <p>To assist in the communication aspects of the projects</p>
Type de contrat	Stage
Localisation	Singapore
Pays	Singapour
Profil recherché	PROFILE

Third or final year undergraduate students from the audio-visual and/ or cultural course curriculum;

Editorial and interpersonal skills

Ability to organize and work independently

Team spirit, versatility and dynamism

Ease in the use of IT and Internet tools (Word, Excel, WordPress, Mailchimp, etc.)

RECRUITMENT CONDITIONS

This is a full-time internship with a duration of four months, from 1 September to 31 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)/.