

## CALL FOR INTEREST - N°2023/STG/SM/2

### **TRAINEE - SOCIAL MEDIA COORDINATOR/CONTENT CREATOR TRAINEE - SOCIAL MEDIA VIDEOGRAPHER TRAINEE - SOCIAL MEDIA PHOTOGRAPHER TRAINEE - SOCIAL MEDIA GRAPHIC DESIGNER**

#### **About us**

The [Group of the European People's Party \(EPP Group\)](#) is the largest political group in the European Parliament. It brings together centre and centre-right pro-European political forces from the Member States of the EU, coming together to advance the goal of a more competitive and democratic Europe, closer to its citizens, and a social market economy. Its multinational Secretariat provides political, administrative and technical support to its MEPs.

#### **What we offer?**

The EPP Group's traineeship programme offers an excellent opportunity for university graduates and undergraduate students to gain experience and practical knowledge of working in an international, multilingual and multi-cultural environment of the EPP Group and the European Parliament.

We offer the following types of 5 months full-time (40hrs/week) paid traineeships for graduates in our Secretariat in Brussels (Belgium):

- **Social Media Trainee - Content Creator**
- **Social Media Trainee - Videographer**
- **Social Media Trainee - Photographer**
- **Social Media Trainee - Graphic Designer**

All four roles sit at the heart of the social media team and provide a unique opportunity to work on exciting political communications tasks

#### **Compensation and Benefits**

- monthly allowance of 1.500 EUR to cover living costs in Brussels;
- reimbursement of mission costs (travel and accommodation) to attend one plenary session of the European Parliament in Strasbourg;
- a sickness and accident insurance.

#### **When?**

##### **Approximate timetable**

##### **Spring Traineeship starting in February:**

Deadline for the applications - 15 of November, 23:59 (Brussels time).

##### **Autumn Traineeship starting in September:**

Deadline for the applications - 15 of May, 23:59 (Brussels time).

## What will you do?

This traineeship is an opportunity to obtain a unique experience in the Campaigns Directorate by assisting the Group's Social Media Team in their everyday job and, therefore, a remarkable opportunity to work in a very dynamic, political and international environment.

The **Social Media Coordinator/Content Creator Trainee** will carry out following tasks:

- Attend and help with the organization of meetings and various events;
- Draft notes, reports, and other documents;
- Support social media content creators in day-to-day tasks, such as: research, drafting social media content, and coordinating creative production, arranging interviews with MEPs, and preparing weekly newsletters;
- Monitor social media accounts; support online community management;
- Prepare analytical reports on social media performance.

A successful candidate will have a passion for online communications, have attention to detail, have a curious mind, hopefully, some interest in analytics, be willing to learn and work in the team, and contribute to developing content that makes an impact.

The **Social Media Videographer Trainee** will carry out following tasks:

- Support social media videographers in their day to day tasks in developing and editing videos based on the approved scripts;
- Edit different types of videos - from putting subtitles to Plenary speech to editing videos;
- Support in filming short videos for online content (e.g, Instagram stories, reels);
- Participate in brainstorming and suggest new creative ideas for video material;

A successful candidate will be passionate about online communications and video production/editing work. The successful candidate must demonstrate good knowledge of Adobe Premiere (editing, subtitling, basic sound mixing), basic knowledge of After effects (working with pre-rendered templates) and basic knowledge of Photoshop. Also, the candidate will show the ability to work individually as well as in a team. We value creativity but also attention to detail and swift delivery times.

The **Social Media Photographer Trainee** will carry out the following tasks:

- perform a thematic research of "stock shot" pictures to illustrate the press communications and the articles on social media;
- contribute to 'in house' database of thematic pictures;
- cover the press conferences, official meetings and other meetings;
- perform portrait shooting in situation or in studio;
- use photo enhancing software .

A successful candidate will have a passion for photography. The candidate will have Adobe Photoshop skills. The candidate will show the ability to work individually as well as in a team. We value creativity but also attention to detail and swift delivery times.

The **Social Media Graphic Designer Trainee** will carry out the following tasks:

- Support graphic designers in their day to day tasks in developing graphic design for online and offline products;
- Participate in brainstorming and suggest new creative ideas for graphic design;
- Support graphic designers and social media content creators in other creative and organisational tasks as required;

A successful candidate will have Adobe Illustrator and Adobe Photoshop skills, and preferably will have some knowledge of InDesign. The candidate will show the ability to work individually as well as in a team. We value creativity but also attention to detail and swift delivery times.

## Copyright:

All the pictures taken during the traineeship belong to EPP Group. In this sense, none of the pictures can be used without an agreement given by the EPP Group, or can be financially rewarded in any case. Permission can be granted to use pictures taken during the traineeship in the framework of your studies. We provide with all the necessary material to perform the above-mentioned tasks. However, the selected trainee can use his/her own equipment if he/she wishes so.

## Who can apply? (Admission Requirements)

The candidates **who**:

- are a national of a Member State of the EU or of an associated or candidate country;
- have a very good knowledge (at least [CEFR B2 level](#)) of two official EU languages, one of which should be English, French or German (**EU citizens**) OR have a very good knowledge of English language (**non-EU citizens**);
- have not been granted a paid traineeship in the EU Institutions/MEP Office or not have already been in gainful employment after the completion of their studies;
- have a university degree or have completed at least three years of study (at least six semesters) at a university or an equivalent institute of higher education;
- for **Trainee Photographer** position:
  - secondary education giving access to post-secondary education attested by a diploma or post-secondary education of at least 2 years attested by a diploma in the field of Photography, Communication Design, etc..
  - a very good knowledge of Lightroom and Photoshop software;

## How to apply? (Admission Documents)

The candidates **must**:

- complete the online application form available on the [EPP Group's Traineeships page](#) in English;
- upload:
  - a [Europass](#) CV in English;
  - upload a letter explaining why you have chosen this traineeship and how your participation will be beneficial to the EPP Group (in English, max 500 words);
  - **upload their portfolio of work**;
  - the following supporting documents as a single PDF file including:
    - university studies diploma(s) OR a certificate proving that you completed at least six semesters at a university;
    - documents proving the knowledge of the languages (certificates and diplomas);
    - ID card or Passport;

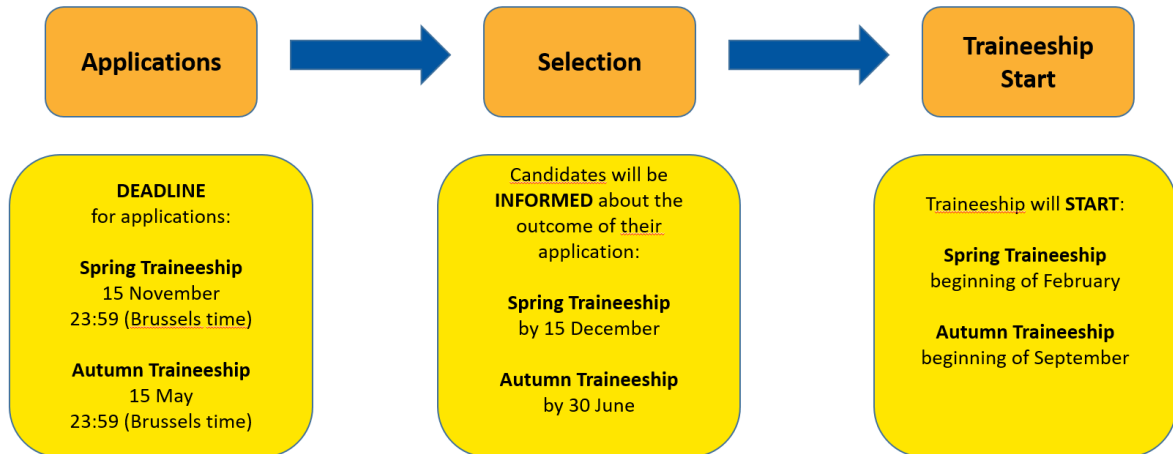
We wish specifically to encourage qualified candidates with disabilities to apply for the traineeship.

**Candidates who do not meet all Admission Requirements or fail to upload Admission Documents will automatically be eliminated from the selection procedure.**

**Only** in case of technical problems you can contact the Human Resources Unit of the EPP Group by email [epp-stages@europarl.europa.eu](mailto:epp-stages@europarl.europa.eu).

## You applied and what's next?

We will contact you as soon as possible to inform you about the admission to the traineeship, based on the above-mentioned criteria. Here is an indicative timeline of the traineeship selection procedure.



## Equal Opportunities

The EPP Group is an equal opportunities employer that is committed to diversity and to creating inclusive working environment. We encourage applications from qualified women and men who fulfil the job requirements, regardless of their age, race, ethnic origin, religion or belief, disability, sexual identity or any other characteristic

## Personal Data

The EPP Group ensures that applicants' personal data are processed in line with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, particularly as regards their confidentiality and security and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.