Placement Offer Form

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| **EMPLOYER INFORMATION** |
| Name of organization | Art Et Culture |
| Address | 31 rte de Mondorf,  |
| Postal Code | 5470 |
| City | Wellenstein |
| Country | Luxembourg |
| Telephone | Tel.: 00352 26 66 45 02 or 26 66 50 69 |
| Fax |  |
| E-mail | ks.association.artetculture@pt.lu |
| Website | www.artetculture.eu |
| Number of employees | 10 |
| Year of foundation | 2009 |
| Contact person | Katharina Selzner Bach |
| Department / Function |  |
| Direct telephone number |  |
| Direct e-mail address |  |
| Short Description of the Company | **Ass. ArtEtCulture.Européen a.s.b.l** is promoting art and culture and works cross-border and interdisciplinary. At this, ArtEtCulture is concentrated with the communication and understanding between art- and culture sector, the economy, the politic and other social groups and organisations, also across the frontier of Luxemburg.  |

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| **PLACEMENT INFORMATION** |
| Department / Function | Cultural projects |
| Description of activities | Currently we want to launch several projects and during the next weeks and months we are ready for the prearrangements and procedures of several exhibitions, concerts and workshops. We need for the support in different sectors, such as: * Presswork and public relation
* Creating of the press review
* Creating of the press release
* Creating of the press release distributions and contact to the journalists - assistance by the execution of events/presentation
* Organisation, coordination and assistance for artists
* Updating of contact details, public relations and correspondence
* Preparing of brochures, creating of newsletters
* Assistance by the execution of events/presentation
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| Duration | 3 – 12 months |
| Working hours / Weekly hours | 35 -40 |
| City | Wellenstein, Luxembourg |
| Help with Accommodation | x Yes [ ]  No |
| Financial Contribution | No |
| Other |  |

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| **REQIUREMENTS**  |
| Oral and written language skills | German and French are essential and English might be useful |
| Computer skills | basics |
| Drivers license | [ ]  Yesx No |
| Other |  |