

## Internship PR/ Communication

Organisation in Design B.V. is looking for an intern to assist the PR department. We offer a challenging and interesting internship of approx. 4-5 months (fulltime, starting in September 2015) where you will be able to use your organisation skills in practice.



### Organisation

Organisation in Design B.V. maintains an extensive press contact network and is active as PR studio for an interesting selection of designers, design studios and design events. We organise, manage and guide projects for national and international fairs, such as the yearly Salone del Mobile, Ventura Lambrate and various exhibitions in national and international museums and galleries.

**Organisation in Design bv**  
Noorderstraat 13  
3512 VW Utrecht  
t: +31 (0) 30 - 2716311  
[www.organisationindesign.com](http://www.organisationindesign.com)  
info@organisationindesign.com  
IBAN: NL30 INGB 0003062449  
BTW NL 822071149B01

### Tasks

- Assisting the PR-department with PR/Communication tasks for the design studios and design events
- Active research of publications
- Research for new press contacts (magazines/blogs)
- Assisting with Social Media
- Supporting the Organisation in Design team with daily organisational tasks

### Requirements:

- Education in PR / Communication (HBO: Higher Vocational Education)

### Skills:

- Excellent communication skills, both oral and written
- Ability to work to a deadline
- Ability to work independently and as a team
- Well organized and methodical
- Hands-on mentality
- Team player
- Fluent English
- Good computer skills, preferably knowledge of Adobe CS, InDesign and Photoshop

Organisation in Design is an exciting and lively workplace where you get every opportunity to enhance your knowledge and expertise about the organisation and design industry. When considering an internship at Organisation in Design, please note that we are not able to offer you an internship fee.

### Interested?

Send in your motivation letter, to [info@organisationindesign.com](mailto:info@organisationindesign.com) (before the 21<sup>st</sup> of August 2015). If more information is required, visit our websites [www.organisationindesign.com](http://www.organisationindesign.com) and [www.venturaprojects.com](http://www.venturaprojects.com) or call Organisation in Design at +31 (0)30 2716311.

## Internship Project / Event management

Organisation in Design B.V. is looking for an intern to assist the Project department with the organisation of various international design-events and the event Ventura Lambrate 2016 (during the Salone del Mobile in Milan, April 2016). We offer a challenging and interesting internship of approx. 4-5 months (fulltime, starting in September 2015) where you will be able to use your organisation skills in practice and to cooperate to the realisation of the most cutting edge event of the Milan Design week!



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### Tasks

- Assisting the Project-department with the organisation of the international design-event, Ventura Lambrate 2016
  - \* Contact with exhibitors (and potential exhibitors)
  - \* Contact with suppliers
  - \* Monitoring the project agenda
  - \* E-mail assistance and monitoring the progress of handling the incoming and outgoing project correspondence
  - \* Monitoring the progress of action points, made agreements/appointments and assignments provided by the management
- Assisting in organising various international design-events, exhibitions and fairs

### Requirements:

- Education in Project / Event management (HBO: Higher Vocational Education)
- Interest in Communication, Event management, Lifestyle.

### Skills:

- Excellent communication skills, both oral and written
- Ability to work to a deadline
- Ability to work independently and as a team
- Well organized and methodical
- Hands-on mentality
- Team player
- Fluent English
- Good computer skills, preferably knowledge of Adobe CS, Indesign and Photoshop

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