



The European Music Office is looking for a

TRAINEE

to assist with on-going projects in the European music industry.

The European Music Office is an international non-profit association promoting musical diversity and representing the interests of European music professionals at a European and worldwide level. EMO's main policy consists in lobbying to set up a specific EU Programme for music. As coordinator of the European Music Platform, EMO develops music cooperation projects responding to the EU calls for proposals with the aim of promoting the mobility of artists and of works of art. EMO represents more than 600,000 persons from all music genres and sectors (authors, composers, performers, record companies, managers, live music, education and training). EMO members are mainly European Author Rights Collecting Societies, Music Information Centers and Music Export Offices.

Tasks will be: assisting the executive manager in daily activities, working independently on the update of our website and data, searching for funding opportunities, writing EU applications, events management and general administrative duties.

Requirements: Dynamic, quick learner with good organisational and communication skills; excellent command of English (native speaker an asset); French excellent; computer knowledge (MS Office, database software – Filemaker -, on-line skills), cultural awareness, international profile. Work experience in the EU institutions (European Commission preferably) is a definite plus. An interest/experience in the cultural industries would be a plus, as would be the command of other languages.

Deadline: 22nd of October

Interviews: 27th and 28th of October

Starting date: November 2008

Allowance: 500 Euro net/per month

Please send CV and covering letter as soon as possible to:

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