

Internship Events T.M.C. Asser Instituut

Located in the heart of The Hague, the International City of Peace, Justice and Security, the Asser Institute is a leading inter-university research centre in the field of international and European law with a high public and international profile. The institute conducts fundamental and independent policy-oriented research, provides training and education, organises seminars, conferences, and other public events and has its own publishing house, Asser Press.

The events team **is seeking two full-time interns** to assist with the organisation of trainings and events. The team develops and implements – together with Asser’s researchers and partners – online and in-person training programmes, seminars, conferences, lectures, panel discussions and book launches on topics such as countering terrorism, disarmament and non-proliferation of weapons of mass destruction, corporate social responsibility, Artificial Intelligence, EU external relations, and many more. The events organised by the Asser Institute are very diverse in nature and draw a wide range of attendees, including policy-makers, NGOs, employees of the tribunals and international organisations in The Hague, academics, students, and the general public. Our renowned speakers from the field of international peace, justice, and security bring innovative perspectives and cutting-edge ideas to our events.

Do you enjoy working in a fast-paced environment? Do you have an interest in international law and international relations? Do you feel at ease working on multiple and diverse projects simultaneously? Then join the events team at the Asser Institute in The Hague!

Key responsibilities

- Inviting and communicating with high-level speakers;
- Arranging all logistical aspects of (winter, spring and summer) courses and events (online or in-person) including: setup and managing online registrations, travel and accommodation for (international) speakers and participants, catering , setting up online meeting platforms and compiling training and conference materials;
- Drafting texts for letters and announcements regarding conferences and trainings;
- Arranging and coordinating (virtual) study visits to the different international courts, tribunals and international organisations such as the ICC, ICJ and the OPCW in The Hague;
- Developing logistical event scripts and being the go-to person during (online) events;
- Answering questions per phone or e-mail from participants and speakers.

Profile

Applicants must:

- Be enrolled in – or recently graduated from - a bachelor or master programme in a relevant field (e.g. (international) event management, European studies, communications, international law, international relations and marketing);
- Be fluent in written and spoken English. A command of other languages such as Dutch, especially French and/or Spanish will be an added advantage;
- Have excellent writing and editing skills;
- Have experience in the use of MS-Office software and CMS;
- Have experience with hybrid working;
- Experience with online meeting platforms, such as Zoom or Webex is an advantage;

- Highly organised, efficient, creative and at the same time attention to detail;
- Willingness to work irregular hours (at times);
- Have a collaborative, supportive and flexible approach to teamwork;
- Have outstanding communication skills as well as a good sense of humour.

Conditions

- 38 hours per week for a period of 6 months;
- A stipend of € 400 to € 550 gross per month (full time) depending on the level of education (note that the Asser institute cannot reimburse travel costs).
- Internships at Asser are for students only. This means that you must be registered as a student at a university or a school, and must be eligible to live and work in the Netherlands (either through EU citizenship or a student visa from a Dutch university). Recent graduates (bachelor and master) may apply, but only within the first year of graduation, when 'learning through interning' may still add to your education.
- The internship is an opportunity to learn in an active and dynamic research environment. Therefore, we expect interns to be present at the Institute in The Hague. It is not a remote working opportunity.
- Regretfully, the Asser Institute cannot hire students without EU citizenship for internships, unless they already have a Dutch residency and work permit. In order to accelerate the selection process, please include relevant visa status or residence permit information in your application.

How to apply

Interested candidates are requested to submit their curriculum vitae and motivation letter in English (e-mail only) mentioning your name 'application internship events' in the subject line to PO@asser.nl. The closing date for applications is Sunday 4 December 23.59h CET. Interviews will take place in the second week of December.

For further information regarding the vacancy, please contact e.dorst@asser.nl. The envisaged start date is mid- or early February 2023 (to be determined in coordination with the applicants).