

Open Call

Internship Program at the Stavros Niarchos Foundation Cultural Center (SNFCC)

Introduction

Stavros Niarchos Foundation Cultural Center SA (SNFCC SA) offers people aged 18-35 a paid internship opportunity. The call is open to those interested in working in a cultural organization of international caliber. The program is offered within the framework of the *Recharging the Youth* grant, initiated by the Stavros Niarchos Foundation (SNF).

SNF's *Recharging the Youth* grant initiative aims to help address the high rate of youth unemployment in Greece, seeking to create better employment prospects and new skill-building opportunities for young people.

SNFCC SA is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, develops its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant by the Stavros Niarchos Foundation. To date, over 2.500 free events have been organized by SNFCC S.A.

The internship program provides training in fields related to different aspects of SNFCC's operation, the opportunity to work closely with the organization's professional staff, while familiarizing interns with the role of the Stavros Niarchos Foundation Cultural Center in a broader cultural and societal context. Through this program, interns will be able to develop and apply their communication, collaboration and problem-solving skills, while getting to know the workings of a dynamic, multifaceted organization.

Internships will commence in December 2017 and end by June 2018.

Two types of internship

In total, sixty-two (62) positions will be available. In order to ensure the greatest possible grant outreach and impact, the internship program has been divided into two types, each following its own selection process:

- i. *Visitors Experience*: twenty-five (25) positions, reporting mainly to SNFCC's Visitors Experience Unit with possibility of integration in selected other departments. The positions will be filled through a draw supervised by a notary public, with only criterion the certified knowledge of English language.
- ii. *Various units*: thirty-seven (37) positions across SNFCC's different units will be filled from a pool of applicants, which will be selected through a number of draws supervised by a notary public, followed by interviews with members of the SNFCC team as set out below. For this internship type, educational qualifications, as well as certified knowledge of English are needed.

i. Visitors Experience interns (no educational prerequisites)

Candidates will be asked to apply through SNFCC.org/internships and select the Visitors Experience category.

Eligibility criteria & required documents

- The positions are open to all people aged 18-35 (born after 01/11/1982 and before 14/12/1999), eligible to work in Greece
- A valid Greek Tax ID number (ΑΦΜ) is needed for applying
- In order for the application to be valid, all fields must be filled
- Adequate knowledge of Greek (to be verified after the draw) is needed
- Certified knowledge of English language, for which the relevant certification should be submitted electronically, at least B2 level (i.e. FCE)
- The drawn applicants will have to submit a declaration letter for non-conviction in specific offenses, that might be related to the internship program

Candidates will be asked to apply through SNFCC.org/internships and select the Visitors Experience category. As stated above, twenty-five (25) positions will be available. Twenty-five (25) applicants as well as fifty (50) runner-ups will be selected by means of a draw supervised by a notary public.

Applicants that are drawn but fail to meet one or more of the aforementioned criteria or do not wish to participate in the program, will be replaced with an applicant from the runner-up pool, in the order in which they have been drawn.

ii. Interns for various units of SNFCC (with educational prerequisites)

Candidates will be asked to apply through SNFCC.org/internships and select the All Units category. As stated before, thirty-seven (37) positions will be available. Applicants will have to select their respective educational field, choosing one among the following:

#	Education field	Number of positions
1	Economics, Management, Marketing & Services (Business Administration, Economics & Finance, Tourism - Hospitality & Leisure Industry, Event Management etc.)	15

2	Humanities (History, Linguistics, Literature, Philosophy, Education, Communication, Media Studies etc.)	4
3	Polytechnic Schools (Civil Engineers, Mechanical Engineers, Information Technology etc.) - excluding Architecture	3
4	Architecture	4
5	Social Sciences (Law, Political Science, Sociology, Psychology, Social Anthropology etc.)	4
6	Arts & Culture (Management of Cultural Organizations, Visual & Performing Arts, Cultural Heritage etc.)	3
7	Agricultural science and related educational fields	3
8	Graphic design and related educational fields	1

Eligibility criteria & required documents

- The positions are open to people aged up to 35 years old (born after 01/11/1982) eligible to work in Greece.
- A valid Greek Tax ID number (ΑΦΜ) is needed for applying
- Adequate knowledge of Greek (to be verified after the draw)
- Certified knowledge of the English language, for which the relevant certification should be submitted electronically, either for B2 level (i.e. FCE) – obtained after 01/01/2015 - or for C2 level (i.e. CPE) obtained at any time
- A university or polytechnic degree or diploma of a vocational school with a minimum of 3 years of study or a master degree. The educational title should be relevant to the chosen fields - all educational titles should be submitted electronically
- The drawn applicants will have to submit a declaration letter for non-conviction in specific offenses, that might be related to the internship program

Applicants' academic qualifications will be verified and a series of draws (one for each field) supervised by a notary public will take place among those meeting the requirements.

The number of applicants drawn for each field will be 5 times the number of available positions with the exception of the field of Graphic Design where there is only 1 available position for which 7 applicants will be drawn. Consequently one hundred eighty seven (187) applicants will be drawn in total for all 8 educational fields.

Additionally, seventy five (75) runner-ups will be drawn (2 runner-ups for each position) with the exception of the field of Graphic Design where there is only 1 available position for which 3 runner-ups will be drawn.

A thorough second check of academic qualifications and the remaining required documents, will follow for those who have been drawn. Applicants who don't meet the prerequisites or do not wish to participate in the program, will be replaced by applicants from the runner-up pool, in the order in which they have been drawn.

The one hundred eighty seven (187) drawn applicants will go through an interview process with members of the SNFCC team in order to be distributed to the following SNFCC units:

- Finance
- ICT
- Operations (Facilities, Landscape and Security)
- Business Development (Rentals, Food & Beverage, Membership Program)
- Legal
- Programming & Event Production
- Marketing & Communication
- Visitors Experience (Customer Service, Architectural Tours, call center, email support etc.)

The list of sciences under each field is indicative and not exhaustive. Broad criteria will apply for assessing whether the degree or diploma acquired falls under the field selected by the applicant.

Applicants can apply for both types of internship. However, they can apply for only one scientific field in the second type of internship.

Key information

- Total available positions: 62
- Commencement of internship program: December 15, 2017
- Duration of internship program: December 15, 2017 –June 30, 2018
- Application period opening: November 8, 2017
- Application deadline: November 17, 2017, 16.00 (Athens time)
- Applicants' draws: November 22, 2017
- Interviews: November 2017 (interviews will be conducted only for the second type of internships)
- Applications will be accepted only through SNFCC.org/internships
- People that have already participated in an SNFCC internship program, as well as relatives (up to the third degree) of SNFCC SA staff members and management are not eligible to apply