

# Placement Offer Form

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
E-mail	ks.association.artetculture@pt.lu
Website	www.artetculture.eu
Number of employees	10
Year of foundation	2009
Contact person	Katharina Selzner Bach
Short Description of the Company	<b>Ass. ArtEtCulture.Européena.s.b.lis</b> 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 Luxembourg.
PLACEMENT INFORMATION	
Department / Function	Cultural projects
Description of activities	<p>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:</p> <ul style="list-style-type: none"> <li>• Presswork and public relation</li> <li>• Creating of the press review</li> <li>• Creating of the press release</li> <li>• Creating of the press release distributions and contact to the journalists - assistance by the execution of events/presentation</li> <li>• Organisation, coordination and assistance for artists</li> <li>• Updating of contact details, public relations and correspondence</li> <li>• Preparing of brochures, creating of newsletters</li> <li>• Assistance by the execution of events/presentation</li> </ul>
Duration	3 – 12 months

Working hours / Weekly hours	35 -40
City	Wellenstein, Luxembourg
Help with Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Financial Contribution	No
<b>REQUIREMENTS</b>	
Oral and written language skills	German and French are essential and English might be useful
Computer skills	basics
Drivers license	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No