

Internship Leiden Convention Bureau (0.8-1.0 FTE)

Organisation: Leiden&Partners

Business Unit: Leiden Convention Bureau

Period: approximately 20 weeks (longer is possible)

Remuneration: €300,- per month, for 40 hours a week

Leiden&Partners positions the Leiden region for current and future residents, business and tourist visitors, companies, and talents.

Within Leiden&Partners, the Leiden Convention Bureau is responsible for the international destination marketing of the Leiden region as a congress destination and proactively recruiting (inter)national congresses for the region.

Within the MICE sector (Meetings, Incentives, Conferences, Exhibitions), the Leiden Convention Bureau focuses mainly on congresses and events that have a link with the scientific DNA of the region and of Leiden as City of Science.

What is expected of you?

We are looking for interns who want to help build, maintain, and improve the activities and relationships of the Leiden Convention Bureau. We are looking for someone who can 'see' what needs to be done and can provide operational support to the Accountmanagers Conferences in their day-to-day work.

As an intern at the Leiden Convention Bureau, you are a full-fledged member of our team. This gives you room for initiative and means that you have your own tasks and responsibilities and therefore must be able to work independently.

As an intern you will have the following tasks and responsibilities:

- Collecting and researching information about congresses, congress ambassadors and congress opportunities in Leiden.
- Collecting information, events, articles, and blogs that are interesting for our supporters and followers.
- Maintaining contact with our partners.
- Supporting the organisation of network events.
- Supporting the organisation of site inspections.
- Create our newsletter.
- Maintain our social media channels (Twitter and LinkedIn).
- Maintain our website.

Who are we looking for?

- You are a third or fourth-year student in an HBO study such as Marketing and Communication, Commercial Economics, Facility Management, Tourism and Event Management. Any HBO study is acceptable as long as you have the right skills.
- We are open to offering the internship as a work experience placement.
- You are available for approximately 20 weeks.
- You are enthusiastic about the work we do.
- You have a hands-on mentality.
- You are organised and can work independently.
- You are a strong communicator and – both verbally and in writing – you have a good command of English and Dutch, or are willing to learn Dutch.
- You are passionate about Leiden & the region.

What we can offer you:

- Working in a non-profit organisation with creative and enthusiastic staff.
- Leiden&Partners constantly has 4 to 8 interns. The number of interns makes it a fun work environment with plenty of people you can connect with!
- The opportunity to learn a lot about MICE, relationship management, hospitality, and events in a short amount of time.
- The possibility to plan your own time.
- Working under good supervision in the small, expert Leiden Convention Bureau team. Initially, you will be well-trained, but we also expect you to be able to work independently very soon.
- A €300 monthly internship allowance, if you do your internship on a 40-hour basis.

Procedure

Leiden&Partners strives to reflect the diversity of society in its personnel policy with a variety of employees and talents. Within the LCB we continuously strive to let two people gain experience in an internship or work-experience position. These positions are open to Dutch students as well as international students, so do not hesitate to reach out, even if you are not from Leiden or even the Netherlands!

Does this position appeal to you and do you (largely) meet the selection criteria? Then be sure to send us your CV and motivation letter at info@leidenconventionbureau.nl with 'Internship Leiden Convention Bureau' as the subject of the email. Would you like more information about the position? Call Daniël op den Buijsch, Accountmanagement Conferences LCB at +31 6 82495735. If you would like to know more about the Leiden Convention Bureau, please visit leidenconventionbureau.nl.