LEIDEN
CONVENTION
BUREAU

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
Available hours: preferably 40 hours per week (32 hours is also a possibility)

Leiden&Partners is responsible for positioning, representing and marketing the Leiden region, ensuring that the region attracts future residents, business and tourist visitors, companies, and talent. The Leiden Convention Bureau (LCB), as a division of Leiden&Partners, is itself responsible for marketing the Leiden region as an international convention 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 the 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.
- Creating our newsletter.
- Maintaining our social media channels (Twitter and LinkedIn).
- Maintaining our website.
- In addition, there is room to express your own interests and, where possible, you can also perform tasks in this area.

You will be given training and support throughout your internship. If you are required to complete a research project for your studies, we can facilitate this (and have done so successfully in the past).

Who are we looking for?

- You are a third or fourth-year student in an HBO or university study such as Marketing and Communication, Commercial Economics, Facility Management, Tourism and Event Management. Any HBO or university 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
- You have Dutch language skills, or are willing to learn Dutch.
- You are passionate about Leiden & the Leiden region.

What we can offer you:

- Working in a non-profit organisation with creative and enthusiastic staff.
- Leiden&Partners consistently 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.

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- The possibility to plan your own time.
- Working under expert supervision in the small Leiden Convention Bureau team. Initially, you will be trained well by us, but we also expect you to be able to work independently as soon as possible.
- A €300 monthly internship allowance, if you do your internship on a 40-hour basis.
- The possibility to work 50% from home
- This internship offers you an opportunity to improve your Dutch language skills and connect with Dutch employees working at Leiden&Partners. It is an excellent chance to learn about and integrate into Dutch culture.

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, Account manager Conferences LCB at +31 6 82495735. If you would like to know more about the Leiden Convention Bureau, please visit www.leidenconventionbureau.nl/en