

## Traineeship offer

<b>Main information</b>	
Language of the posting*	<b>English</b>
Title*	<b>Digital Multimedia Assistant</b>
Category*	Traineeship
Fields of activity*	Digital learning, education, EU projects
Start date*	<b>flexible</b>
End date	<b>Minimum 3 months of internship</b>
Last application date	<b>n/a</b>
Description*	<p>The Digital Multimedia Assistant will work in two disciplines</p> <ol style="list-style-type: none"> <li>1. Public Relations and Social Media Management</li> <li>2. Multimedia production</li> </ol> <p>Public Relations and Social Media Management</p> <p>The Digital Multimedia Assistant will work with an experienced team to manage all communications and messaging for a variety of Dlearn projects. This activity is a critical success factor for all our work and the Digital Multimedia Assistant will be working with all project stakeholders to gather and present communications on our social media platforms. In addition, the Digital Multimedia Assistant will work with our expert team on the design of the new Dlearn's website.</p> <p>In addition to the online content development and production, the Digital Multimedia Assistant will work with our web content team to develop unique content for a variety of project web sites.</p>
What will the applicant learn	<ol style="list-style-type: none"> <li>1. Public Relations and Social Media manager <ul style="list-style-type: none"> <li>○ Manage social media platforms e.g twitter, facebook, instagram etc.</li> <li>○ Designing and implementing social media strategy to align with specific goals</li> <li>○ Generate, edit, publish and share engaging content (e.g. original text, photos, videos and news).</li> <li>○ Collaborate and assist colleagues across the organization in Public Relations</li> <li>○ Update and manage the Dlearn's</li> </ul> </li> </ol>

	<p>Website</p> <p>2. Multimedia</p> <ul style="list-style-type: none"> <li>○ Produce high quality, interactive online learning content using technologies such as Moodle, final cut, premiere and/or others.</li> <li>○ Manage and update current projects' websites content</li> <li>○ design of new project related websites</li> </ul>
What do we expect from the applicant	<ul style="list-style-type: none"> <li>• First and foremost a desire to want to learn new skills and collaborate with colleagues</li> <li>• Excellent communication skills</li> <li>• Ability to deliver creative content (text, image and video)</li> <li>• Some familiarity with Web Design (HTML &amp; CSS) and/or Content Management Systems</li> <li>• Some familiarity or interest in learning audio-visual editing tools (Adobe Suite. Illustrator. Quark X)</li> <li>• An interest in creating innovative and interactive learning content using latest software tools (After Effects, Illustrator, Photoshop, Premiere)</li> </ul>
Number of available positions	1
Website	<a href="http://www.dlearn.eu">www.dlearn.eu</a>
Hosting Organisation	European Digital Learning Network
<b>How to apply</b>	
By email	<a href="mailto:gianluca.coppola@dlearn.eu">gianluca.coppola@dlearn.eu</a> ;
Additional information	<b>For further information, please email Gianluca Coppola <a href="mailto:gianluca.coppola@dlearn.eu">gianluca.coppola@dlearn.eu</a></b>
Contact languages	English
<b>Specific requirements</b>	
Education level	<b>3<sup>rd</sup> Level qualification – preferably in media and business</b>
Language skills	English
<b>Location</b>	
<b>(to be evaluated under the COVID circumstances at the time of the start. Possibility to work remotely.)</b>	
Country	<b>Italy</b>
Street and number	<b>Via Domenico Scarlatti, 30</b>
Postal code	<b>20124</b>
City	<b>Milano</b>

\*Mandatory information