

# Critical Edge Alliance Internship

## Position description

The Critical Edge Alliance Internship Programme at the Museum for the United Nations – UN Live has been established with a view to enhancing students' practical knowledge in the areas of public social engagement, cultural programming and global cooperation towards achieving the Sustainable Development Goals.

We are currently hiring for 2020, with a start date of 1 September and finish date of 18 December.

This position description sets out the tasks and responsibilities the intern will undertake at the Museum, as well as the learning outcomes which the intern will attain by the close of the internship.

## Detailed programme

As intern at the Museum, you will engage with any or all of the following tasks:

- Preparation and coordination of meetings and workshops with partners
- Active contribution in meetings and workshops, both in terms of creative inputs and logistical planning
- Development and analysis of programming and fundraising opportunities that align with the Museum's current thematic priorities<sup>1</sup>
- Partnership mapping and outreach
- Production and editing of written proposals and reports
- Creation of visual and written digital content for a variety of platforms including the website, social media, newsletter and conferences
- Day-to-day communication with, support and mobilisation of members of the MarkMaker network

Further tasks and responsibilities will be defined in collaboration with the selected intern according to their specific interests, talents and background.

Deliverables and deadlines will be determined in conference with the intern on an ongoing basis.

## Learning outcomes

By the end of the internship, the intern will acquire the following knowledge, skills and competences:

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<sup>1</sup> At present, these include climate change, biodiversity and sustainable cities



- Stakeholder relationship management
- Intercultural communication
- Production of high quality written and/or visual materials for internal and external purposes
- Project management throughout all phases of planning, execution and evaluation
- Workshop and meeting management
- Opportunity scoping, development and analysis
- Innovative thinking and entrepreneurial mindset

In addition to the above, the Museum will work together with the intern in the initial weeks of the programme to define any further learning outcomes the intern wishes to achieve.

### Intern profile

The preferred candidate will possess the following attributes:

- Ability to take initiative and work independently
- A problem-solving attitude
- A passion to create a positive impact in the world, especially with regards to achieving the Sustainable Development Goals
- A commitment to producing work at a consistently high quality
- A drive to learn quickly and be challenged with increasing levels of responsibility

Candidates may be enrolled in any of the following areas of study<sup>2</sup>: **WITHOUT EXCEPTIONS**

- **Social entrepreneurship**
- **Anthropology or sociology**
- **International relations or political science**
- **Communication or media studies**
- **Environmental science**

### Monitoring plan

The intern will have two main points of contact within the organisation with whom they can monitor and discuss their progress.

1. The intern will be assigned a team supervisor who will be responsible for day-to-day management and sparring. This person will be assigned according to a match between the intern's background, experience and interests, and the Museum's resource requirements.

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<sup>2</sup> Students undertaking an education in other fields may be considered if they demonstrate knowledge and experience relevant to the Museum's activities



2. The intern will also work with an intern mentor who will be responsible for onboarding and ongoing support. The intern supervisor will act as the intern's advocate throughout their time at the organisation.

### Evaluation plan

Evaluation will be undertaken at monthly check-ins with their supervisor and/or mentor.

The intern will be evaluated according to six assessment criteria:

1. Problem-solving and analysis
2. Communication and presence
3. Innovation and creativity
4. Process management
5. Stakeholder management
6. Team contribution and people development

The intern will also have the opportunity at the monthly check-ins to provide feedback to the Museum on:

1. Leadership and guidance
2. Pace and level of skills and competence acquisition
3. Workload and deliverables
4. Any other aspects of the internship the intern wishes to discuss

### About the Museum for the United Nations - UN Live

The Museum sits at the intersection of culture, sustainable development, international relations and civic engagement, a position which is reflected in our interdisciplinary team of motivated professionals who come from a diversity of educational backgrounds and nationalities and are located in a growing number of locations around the world.

The Museum has an flat structure that strongly encourages open communication across all areas of work and values each and every team members' voice. Interns will have the opportunity to work alongside some of the most ambitious internal and external actors tackling some of the worlds biggest challenges, and in return, will be expected to undertake the internship with enthusiasm and energy, and execute tasks to the highest standard.

### About the CEA Internship Programme at the Museum

**Internship title:** Critical Edge Alliance Internship

**Length of internship:** 4-5 months, contingent on the educational institution's semester dates.

**Working hours:** The intern would be engaged on a full-time basis of 37 hours per week.



**Location:** Copenhagen, Denmark, unless otherwise agreed.

**Language skills: VERY IMPORTANT** The working language of the Museum is English, and it is therefore required that all CEA interns are proficient in both written and spoken English at the level of C1 or higher in the CEFR system<sup>3</sup>. Proficiency in another UN language (Arabic, Chinese, French, Russian or Spanish) would be considered an advantage.

**Technical skills:** The internship programme requires competence with Microsoft Excel, PowerPoint and Word.

**Possibility for long-term engagement:** Should there be a mutual wish on the parts of both intern and Museum to continue working together, there is a possibility for interns to extend their affiliation with the Museum post-internship. This may take place either at the Museum's headquarters in Denmark, or from the intern's home country and will be discussed at the final evaluation of the internship.

**Financial support:** The placement of an intern at the Museum is contingent upon the successful application for an Erasmus grant to cover travel and living expenses for the duration of the internship.

**Insurance:** Accident and liability insurance will be covered by the sending institution.

## Application process

Candidates are asked to submit an application in English as a combined PDF including a cover letter stating their motivation to undertake an internship at the Museum, a CV, and academic transcripts.

*We ask that candidates refrain from using a photo in their application.*

Applications should be sent via email to [ar.vega296@uniandes.edu.co](mailto:ar.vega296@uniandes.edu.co) Please write **ref 'CEA Internship'** and your full name in the subject line. The deadline for submissions is 1 April 2020.

The Museum for the United Nations – UN Live strives to create an inclusive working environment that welcomes everyone, no matter their background. We believe that our unique differences are what make our team stronger, and encourage everyone who fulfils the qualifications outlined above to apply.

## Background information

The Museum for the United Nations - UN Live is a new and visionary global museum. Our mission is to connect people everywhere to the work and values of the United Nations, and to dramatically increase the number of people who help achieve its goals.

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<sup>3</sup> <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>



We exist as a free and fully accessible digital platform, as an empowered network of institutions, partners and individuals, and in new and radical public spaces on the ground. Together, we want to inspire billions to take action. We believe that to be truly global, we must be local everywhere. We aim to connect our partners with a powerful and impactful global community for change.

Key to the museum's work will be a world-class experience centre and headquarters in Copenhagen. This unconventional creative space, gathering place, laboratory, and civic classroom will be a destination where our partnerships and programmes can connect with the public and global audiences in real time.

The Museum for the United Nations - UN Live is an independent not-for-profit NGO registered in Copenhagen, Denmark. We are close to, but not part of the United Nations.

