

From: Coline MICHEL [<mailto:coline@direktorenhaus.com>]
Subject: Erasmus Internship in Berlin at Direktorenhaus

I am in charge of Human Resources here at Direktorenhaus, and in this context, also Erasmus internship positions.

The Direktorenhaus is a Berlin-based Museum for Art and Design, run by the German Craft Council, an organization which is supporting manufacturers, craftsmen and designers in Germany.

We work here in an international team and can provide internships for Erasmus trainees at regular intervals.

From next year on there are options for Erasmus interns, and we would be happy if you could inform your students about this possibility. Attached I am sending you the current internship profiles.

I would be happy if you could forward these to the faculty or students. If there are questions or additional infos you need, just let me know,

Mit freundlichen Grüßen / Best regards / Cordialement

Coline

**Direktorenhaus -
Museum für Kunst Handwerk Design**
Pascal Johanssen · Direktor
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Internship Accounting (m/f/d)

at Direktorenhaus (Berlin)

Overview Direktorenhaus

Direktorenhaus in Berlin is one of the leading exhibition houses for applied arts in Germany. Since 2010, the museum in the center of the German capital, run by the Meisterrat (German Craft Council), presents selected unique pieces, limited series as well as conceptual design objects. The exhibitions focus on the latest trends in the applied arts. At the same time, the Direktorenhaus does not only show «aesthetic phenomena»: Equally important is the increased importance of design in politics and society, especially in the field of sustainable future planning.

Tasks

- > Support us as part of your mandatory internship and help us ensure professional invoice management for our clients
- > Support with classic accounting tasks such as invoice verification, invoice posting, account clarification

What should you bring ?

- > Enrolled student
- > Proficiency in MS Office applications
- > Confident communication in German as well as in English
- > A high level of dedication, commitment and work carefully

What can we offer you ?

- > The opportunity to benefit from our colleagues who have many years of professional experience
- > Self-responsibility, flat hierarchies and fast decision-making processes
- > A motivated, helpful and open-minded team
- > A nice workplace in our showroom in a central location

Contact

- > Send an email with your application to:
Pascal Johanssen (pj@direktorenhaus.com)

KONTAKT

+49 (0)30/48 49 19 29
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www.direktorenhaus.com

e.V.

Vertretungsberechtigter

Vorstand:

Pascal Johanssen,

Katja Kleiss

Registergericht:

Amtsgericht

Charlottenburg

Registernummer

VR 28593 B

Ust-IdNr. gemäß § 27 a

Umsatzsteuergesetz:

DE 27 13 25 241

Internship Business Development/Strategy (m/f/d)
at Direktorenhaus (Berlin)

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Tasks

- > You support the Strategy & Investor Relations (Business Development) team in various interdisciplinary projects during your internship
- > You will assist with various topics in the area of Investor Relations

What should you bring ?

- > Ongoing business studies (e.g. management, economics, business informatics etc.)
- > You already have some professional experience
- > You are familiar with MS-Office
- > You preferably already have knowledge in the area of finance

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Internship Cultural Management (m/f/d)

at Direktorenhaus (Berlin)

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Tasks

- > Researching funding opportunities, both general and project-related
- > Maintenance of the website and expansion of the funding database
- > Assisting with the preparation of applications for cultural funding projects

What should you bring ?

- > Interest in the European and German cultural landscape and cultural policy
- > Good knowledge of written and spoken German
- > Organizational talent, good comprehension, flexibility, independence, ability to work under pressure, ability to work in a team

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Internship Graphic Design (m/f/d)

at Direktorenhaus (Berlin)

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Tasks

- > Digital preparation of photos and graphics
- > Layouts for books and catalogs
- > Editing of video content including editing for all online channels
- > Own small projects

What should you bring ?

- > You are looking for an internship for at least 3 months - preferably longer
- > Current studies in the field of design, graphic design, communication design
- > Knowledge of Adobe Creative Cloud (InDesign CC, Photoshop CC, Illustrator CC)
- > Ideally, you already have experience with video editing programs such as Adobe Premiere, Final Cut, etc.

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Internship Online Editing (m/f/d)
at Direktorenhaus (Berlin)

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Tasks

- > You write exciting texts independently in the field of art and design
- > You supervise the conception and implementation of press releases
- > You coordinate external service providers such as graphic designers, research assistants and proofreaders

What should you bring ?

- > You are an enrolled student (m/f/d) in the field of journalism, humanities, communication sciences, economics, marketing or similar
- > You have a good knowledge of Excel, good English and an affinity for the Internet.

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Internship in PR (m/f/d)
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Tasks

- > Support in press relations for exhibition and event
- > Writing press releases and creating press clippings
- > Creating and sending press releases and newsletters
- > Supporting press screenings and premiere events

What should you bring ?

- > Ideally a degree in media/communications/humanities
- > Previous PR or marketing experience desirable, but not a prerequisite
- > Good oral and written communication skills in German as well as a good command of English
- > Strong communication skills, team spirit and commitment

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Internship Social Media (m/f/d)

at Direktorenhaus (Berlin)

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Tasks

Particularly exciting projects such as exhibitions by artists and designers can gain visibility well via social media. In the Social Media internship, you can help shape multimedia strategies for promoting artists, topics and exhibitions.

What should you bring ?

- > You have a creative language talent.
- > You have experience in producing texts and have a lot of passion for Instagram, Facebook etc.
- > You speak German at a native level.
- > You know what matters in the interpersonal communication.

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