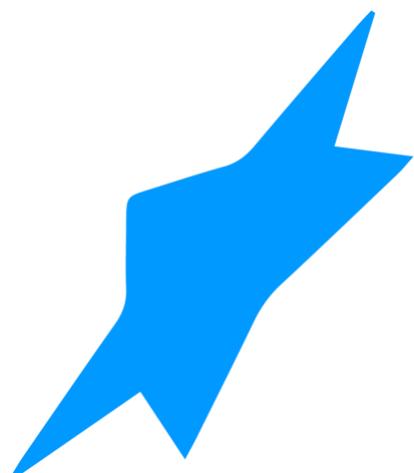


EUNIC Job Shadowing Initiative 2020/2021

HOSTING OFFERS



Introduction

In 2019 EUNIC launched its first mobility scheme for cultural professionals from the network, the **EUNIC Job Shadowing Initiative**, after being approved at the December 2018 General Assembly. The initiative enables colleagues working in the network to exchange knowledge of specific topics and gain skills in areas of work while visiting a different organisation of EUNIC – either a member’s headquarters, or at a member’s branch or the EUNIC Global office. The first edition 2019/2020 connected 63 colleagues to 18 member organisations around the world; the 2020/2021 edition includes a total of 31 offers from 14 members and EUNIC Global.

Mobility of cultural professionals is called for in the Council Conclusions on international cultural relations of April 2019. EUNIC’s initiative contributes to the implementation of this priority.

The **main objectives** of the EUNIC Job Shadowing Initiative are:

- To exchange knowledge, gain skills, get to know each other better and thereby strengthening the network and improving collaboration between EUNIC members;
- To enhance cooperation within the EUNIC network and, ideally, with EU institutions.

Key Facts

Timeframe

8 June	Applications are open for colleagues to apply to one of the hosting offers or request a specific learning spot not yet offered
1 August	Deadline for applications and requests
August	Selection of participants and matching of the specific requests
September 2020-June 2021	Job Shadowing Initiatives take place

Duration of visits

The visits should provide a meaningful learning experience for colleagues and could last from a few days to up to a week.

Budget

EUNIC Global has allocated budget to partially cover travel and accommodation costs for participants when requested. The sending EUNIC member organisations are encouraged to finance or co-finance the costs of their staff members’ visit. The exact formalities will be agreed once the matching has been done.

For any requests and questions, please contact Lina Kirjazovaite by lina@eunicglobal.eu. You can also request a specific placement if your interests are not covered by the offers by sending a request to Lina Kirjazovaite and we will try to match it with the specific member/cluster.

Application

Applications are open to all colleagues working for a EUNIC member organisation - in the head office or a branch - until 1 August 2020 via [this online form](#). We advise colleagues who wish to apply to check with their own organisation or line managers before they do so.



Hosting Offers Overview

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- 8. HOSTING OFFER: EUNIC GLOBAL IN BRUSSELS**
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 - b. *Headquarters in Stockholm – Corporate Communications*
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- 10. HOSTING OFFER: ARTS COUNCIL MALTA IN VALLETTA**
- 11. HOSTING OFFER: LITHUANIAN CULTURE INSTITUTE IN VILNIUS**
- 12. HOSTING OFFERS: GOETHE-INSTITUT**
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 - b. *Headquarters in Munich – Digital Transformation programme*
 - c. *Headquarters in Munich or other locations – Libraries*
 - d. *Goethe-Institut in the Netherlands*
 - e. *Goethe-Institut in UAE (Abu Dhabi)*
 - f. *Goethe-Institut in London*
 - g. *Goethe-Institut in Prague*



h. Goethe-Institut in Beijing

i. Goethe-Institut in Tunis + EUNIC Tunisia

j. Goethe-Institut in Montreal

13. HOSTING OFFER: ISTITUTO ITALIANO DI CULTURA IN STOCKHOLM

14. HOSTING OFFERS: FINNISH CULTURAL INSTITUTE

a. Finnish Cultural Institute in New York

b. Finnish Cultural Institute in Estonia



1. HOSTING OFFER: INSTITUT FRANÇAIS HEADQUARTERS IN PARIS

<p>What?</p>	<p>Belonging to the Development and Partnerships department, the Residencies division runs several residency programs supporting the mobility of French artists abroad and international artists in France. It also supports the French cultural network abroad wishing to develop its residency offer.</p>
<p>Where, when and for how long?</p>	<p>The job shadowing would ideally consist in a week in our Paris office (end of September or beginning of December 2020) coinciding with an activity peak in the division. However, this timeframe is subject to the evolution of the Covid-19 situation and it may have to be postponed.</p>
<p>For whom and what are the main learning points?</p>	<p>This offer is targeting professionals working / wishing to work on the artist-in residence topic.</p> <p>As it is our first-time taking part in this EUNIC program, the idea is to provide them with an extensive overview of the work done by our team (4 people) so that it may be followed by a longer and more specific experience in the future. This overview would mainly include:</p> <ul style="list-style-type: none"> • The Villa Kujoyama program: French residency in Japan • The Cité Internationale des arts program: a residency program aimed to strengthen the mobility of international artists to France through the French cultural network abroad • Custom Residencies and Artist Collectives: a program designed to support artists with specific needs through custom-made residencies all over the world • The Residency Factory program: a program seeking to support to the French cultural network in developing its residency offer through advisory and financial help
<p>Any other comments/remarks?</p>	<p>The team of the residency department would be interested in sharing issues about: objectives of the residency programs, targets, selection process, mentoring of the artists, access to new audiences and new markets, green mobility, virtual residencies, etc.</p>



2. HOSTING OFFERS: POLISH INSTITUTE

a. Polish Institute in Rome

What?	For the EUNIC Job Shadowing Initiative 2020/2021 the Polish Institute in Rome offers expertise in the area of art, literature, music and film programming, including our annual festival of Polish culture "Corso Polonia 2021".
Where, when and for how long?	The Job Shadowing would take place at the Polish Institute in Rome, one week from March to May 2021.
For whom and what are the main learning points?	EUNIC member organisations' future experts in the field of culture programming, interested in developing skills in establishing and maintaining partnerships, business correspondence, promotion and co-operation with the media
Any other comments/remarks?	We are a Polish and Italian language organisation, English is widely spoken by our staff, but - alike EUNIC Rome - we hardly use it on official purposes.

b. Polish Institute in Berlin

What?	The Institute is located in the centre of Berlin, we are involved in the promotion of Polish culture in Germany, we also have a branch in Leipzig, we operate in six federal states, the promotion concerns both Polish artists residing in Poland and also in Germany.
Where, when and for how long?	The institute is located in Berlin at 27 Burgstrasse Street, work hours to be agreed upon. Time slots to be agreed on.
For whom and what are the main learning points?	The recipients are German audiences, interested in the broadly defined Polish culture: music, visual arts, debates, history. Some of the projects we do in EUNIC Berlin so there is an opportunity to observe and participate in inter-instrumental projects promoting cooperation and multicultural projects.
Any other comments/remarks?	



3. HOSTING OFFERS: BRITISH COUNCIL

a. British Council Headquarters in London

What?	Experience for junior administrative colleague in the CEO's office, to gain understanding and experience of a major cultural relations institution.
Where, when and for how long?	Stratford, London, UK. Possible time slots: 3-5 days (Mon to Friday) between February and June 2021, depending on COVID situation (i.e. will need to take place in the office)
For whom and what are the main learning points?	Junior administrative/Executive Assistants. Key learning points: <ul style="list-style-type: none"> 1) understanding of a major cultural relations institution and internal/external engagement, 2) understanding/development of key skills for EAs working with leaders, 3) If applicable - experience of working in English/internationally
Any other comments/remarks?	Covid-19 may determine the viability of this placement: we can only offer it if we are working in the office in 2021.

b. British Council Headquarters in London or Manchester – Arts Evidence

What?	Our Arts Evidence department would like to offer a short time placement for a person interested in arts evaluation and research in cultural relations and soft power working with the British Council Head of Evidence for Arts and our Arts Economist. Looking at our research into cultural relations and our methods and tools to capturing our evidence base across arts such as the British Council's Seasons and Festivals programmes and also through our Culture and Development programmes.
Where, when and for how long?	Either at our office in Manchester or London during Autumn 2020
For whom and what are the main learning points?	Evaluation Leads, Research Leads, those with an interest in evaluating cultural relations. Key learning is based around sharing our approach to evaluation, our methods and tools and exploring the evidence base around cultural relations.
Any other comments/remarks?	We are very interested in learning from others around their evaluation approach and methods.



c. British Council in Warsaw – online and local

<p>What?</p>	<p>We are offering an online job shadowing experience focusing on how British Council Poland operates locally in the context of global pandemic. The aim is to present the scope of our work across the three strategic pillars:</p> <ol style="list-style-type: none"> 1) Arts and Culture 2) Education, Youth and Skills 3) English <p>In practice, colleagues from respective departments will provide insights into how activities such as projects and English teaching are planned and rolled out, with special focus on tailoring the offer for online interaction and engagement. We will explain how British Council Poland builds connections with external partners and key stakeholders locally and internationally.</p> <p>There will be introduction into how Polish offices operate internally within regional and global institutional structures (incl. platforms, processes and internal collaboration). The programme will provide examples of how the British Council tackles and embeds in its work some vital cross-cutting themes such as equality, diversity and inclusion, climate emergency or well-being. Depending on the availability, we will also seek to book a session with a British Council partner institution in Poland to showcase our collaboration framework.</p>
<p>Where, when and for how long?</p>	<p>Job shadowing will take place online and encompass a series of drop-in sessions via online collaborative communication tools with British Council team members from Poland and potential guests such as British Council colleagues based internationally and external project partners. In addition, we could also offer a place for a EUNIC member based in Warsaw, so that there can be a face-to-face element as well.</p> <p>We envisage the programme to take place in the course of the week in the period January-March 2021.</p>
<p>For whom and what are the main learning points?</p>	<p>Job shadowing at British Council Poland is aimed at anyone interested to learn more about how a UK's international organisation for cultural relations and educational opportunities operates in a local context.</p> <p>The programme will allow its participant(s) to gain an insider view of the main approaches governing the British Council work in Poland and provide practical examples of how these are translated into activities delivered for local audiences, with special focus on extension of digital portfolio.</p>
<p>Any other comments/remarks?</p>	



4. HOSTING OFFERS: IFA (INSTITUT FÜR AUSLANDSBEZIEHUNGEN)

a. Headquarters in Stuttgart – various areas

What?	Main areas/topics: <ul style="list-style-type: none"> • Communication Department • Social media strategy • Digitals events
Where, when and for how long?	Stuttgart, in fall/winter 2020 for 2-4 days.
For whom and what are the main learning points?	Other communication experts
Any other comments/remarks?	

b. Headquarters in Stuttgart – ifa Library

What?	The ifa Library is the leading research library worldwide specialising in German foreign cultural and educational policies and international cultural relations. Its collection currently consists of 440,000 books and 1,000 print and online magazines. The library participates in national and international interlibrary loan services. We offer an overview of the work of a German academic library including research on topics related to German foreign cultural policy. The library is part of the ifa (Institut für Auslandsbeziehungen) and the hosting will offer the opportunity to get to know the other departments at the Institute as well.
Where, when and for how long?	The ifa Library is based in Stuttgart, the capital of Baden-Württemberg in southern Germany. We are a team of 12 librarians and our library is based in the city centre. The hosting could take place any time between October 2020 to June 2021 and a duration of two weeks is recommended to get the best overview of all working areas in the library and the whole Institute.
For whom and what are the main learning points?	The target group would be librarians or information professionals who would like to learn about German knowledge professionals as well as the work of Germany's oldest intermediary organisation for foreign cultural relations.
Any other comments/remarks?	



c. Headquarters in Stuttgart - Dialogue and Research Culture and Foreign Policy

<p>What?</p>	<p>We would like to offer a hosting position in our section "Dialogue and Research Culture and Foreign Policy" for one week. The aim should be to gain a better understanding of the work undertaken in Germany's oldest intermediary organisation, in particular, in the area of research. Here the focus shall lie on ifa's Research Programme, the newly developed Research Alliance as well as research within our library.</p>
<p>Where, when and for how long?</p>	<p>The Job Initiative will take place at ifa in Stuttgart, Germany. Intended is a time slot sometime in June (before the summer holidays in Germany) of maximum one week. The hosting offer will be organised between April and June 2021.</p>
<p>For whom and what are the main learning points?</p>	<p>The target audience for this offer are professionals who are members of other EUNIC organisations and want to learn more about ifa's work in the area of culture and foreign policy - especially with a focus on research-related issues. Learning points will be to get an overview of the processes at work as well as some more in-depth knowledge of research topics within culture and foreign policy.</p>
<p>Any other comments/remarks?</p>	<p>Knowledge in the area of research or publication experience are not essential but would be an asset.</p>



5. HOSTING OFFER: CULTURE IRELAND IN DUBLIN

What?	Focus on ECOC preparation, engagement with Commission and other ECOC, delivery, adjustment due to crisis. Aim will be to share our experience of involvement.
Where, when and for how long?	Dublin. Q1 2021. 5 days.
For whom and what are the main learning points?	EUNIC members that may have ECOCs coming up in home country or may be working with an upcoming ECOC on projects. The main learning points are early and consistent engagement, building of relationships, opportunities to cooperate on projects, identification of opportunities for future projects.
Any other comments/remarks?	Knowledge in the area of research or publication experience are not essential but would be an asset.



6. HOSTING OFFER: INSTITUTO CERVANTES HEADQUARTERS IN MADRID

What?	It depends very much on the needs of the guests. Being the headquarters of IC, we can provide an overview on all our goals, structure, budget, cultural and academic activities, human resources. We can arrange meetings with every department director and we could meet with external local agents or other EUNIC members in Madrid.
Where, when and for how long?	We rather place the visits on the first semester 2021 (April-May). 2 complete days would be enough.
For whom and what are the main learning points?	People of other members headquarters would very much appreciated as well as people involved with cultural or academic activities.
Any other comments/remarks?	A knowledge of Spanish language (level B1 or B2) would be very helpful.

7. HOSTING OFFER: DUTCHCULTURE IN AMSTERDAM

What?	General get to know the organization; Dutch cultural policy; campaign and marketing strategies; European programmes such as Creative Europe and Europe for Citizens; Mobility Infopoint; Transartists
Where, when and for how long?	At our Amsterdam office. Preferably between September 2020 and September 2021, of course provided it's possible due to the Covid-19 virus, because we won't be able to work all at the office at the same time.
For whom and what are the main learning points?	For any interested member, but especially for those who either work in Europe with European programmes and/or embassy staff worldwide to get to know how Dutch international cultural policy is implemented aboard through our embassies.
Any other comments/remarks?	



8. HOSTING OFFER: EUNIC GLOBAL IN BRUSSELS

<p>What?</p>	<p>Getting to know the day-to-day work of the colleagues of the EUNIC Global team and the operational processes, joining meetings with colleagues from European institutions and stakeholders, learning more about the European Spaces of Culture project, attend meetings such as the EUNIC General Assembly or other Brussels based events.</p>
<p>Where, when and for how long?</p>	<ul style="list-style-type: none"> • <u>Where</u>: office in Brussels • <u>When</u>: anytime • <u>How long</u>: 2-3 days <p>Individual programs and details will be agreed with the selected participants.</p>
<p>For whom and what are the main learning points?</p>	<p>Colleagues whom are interested in getting to know more about the recent developments in the field of cultural relations; colleagues who wish to get a better insight in the structure of EUNIC as organisation and who would like to understand how the EU works. This experience will allow the participants to better understand operational processes of EUNIC and dynamics in Brussels.</p>



9. HOSTING OFFERS: THE SWEDISH INSTITUTE

a. Headquarters in Stockholm – Department for international relations

What?	Sharing learnings at/from our Department for international relations; and specifically, from supporting Swedish language and culture studies at foreign universities
Where, when and for how long?	At the Swedish Institute in Stockholm, 1 week. We are open to any suggestions regarding time slots; whenever possible with regards to covid-19 in the world.
For whom and what are the main learning points?	Someone working with disseminating knowledge about her/his country through language teaching, literature and culture. Sweden/SI offers support for 230 foreign universities offering teaching of Swedish. Learning point: how dept. for Scandinavian studies/Swedish can be "mini-embassies" in enhancing/promoting the visibility and knowledge of Sweden. Also, examples of cooperation between university and Swedish Embassy.
Any other comments/remarks?	A special interest from our side is The Danish Institute, but others are of course also of interest.



b. Headquarters in Stockholm – Corporate Communications

What?	<p>The Corporate Communications Unit at SI has two primary functions: internal and external communications as well as an advisory/support function to the DG. We welcome job shadowing in both areas.</p> <p>From our point of view this would offer an opportunity to learn how communications/DG support are set up and function in other organizations and see if and how we can develop our way of working based on this input. In other words, we would very much like an active job shadower, someone whom can compare the way we are organized, our processes etc with the way it works in this person's organization. And share thoughts and ideas throughout the stay.</p> <p>We have staff members in the unit specialized in different areas (internal communications, external communications, visual identity, media relations, DG advisor and support staff) and would match the job shadower with the function of interest.</p>
Where, when and for how long?	<p>It would take place at SI Stockholm. Preferably during 3-5 working days. Given the current Corona situation and all its uncertainties regarding travel, our suggestion is that the job shadowing takes place during next spring. Let's say sometime during March-May. But can be discussed.</p>
For whom and what are the main learning points?	<p>Corporate Communications staff, as well as Advisors to the DG/equivalent.</p>
Any other comments/remarks?	

c. Headquarters in Stockholm – Thematic Communications

What?	<p>Job shadowing at the unit for thematic communication. Our task is to communicate Sweden and Swedish skills, experience, as well as values important to us, in a broad perspective. We do this through targeted communication activities, digital and printed materials, exhibitions as well as toolkits available on www.sharingsweden.com. Our method is dialogue based and based on challenges Sweden shares with other countries.</p>
Where, when and for how long?	<p>The job shadowing will take place at the unit for thematic communication, in our offices in Hammarby sjöstad, Stockholm, Sweden. One or two working weeks. March or April of 2021.</p>
For whom and what are the main learning points?	<p>The person should preferably be working in the areas of communication, public diplomacy and/or soft power.</p>
Any other comments/remarks?	



10. HOSTING OFFER: ARTS COUNCIL MALTA IN VALLETTA

<p>What?</p>	<p>Aim: To be active EUNIC members by working together and learning from each other, and in the process building trust and understanding.</p> <p>Departments/projects/topics:</p> <ul style="list-style-type: none"> • Internationalisation <ul style="list-style-type: none"> ○ Job will include assistance in the development of the EUNIC cluster in Malta, to retain strong lines of communication with other EUNIC members and tho exchange good practices • Research <ul style="list-style-type: none"> ○ Job will include the research on other clusters and how they have started, and data collection on what best practices/projects there are in other EUNIC Clusters worldwide • Creative Brokerage <ul style="list-style-type: none"> ○ Job will include assistance in the organization and execution of ACM lab sessions – an ACMLab session can also be organized in Malta providing further information on the work of EUNIC Clusters, inviting cultural institutes in Malta to attend <p>More info an ACMLabs here.</p>
<p>Where, when and for how long?</p>	<p>To be agreed upon within the period.</p>
<p>For whom and what are the main learning points?</p>	<p>Target Group: Officers working in other Arts Councils and Cultural Institutes actively involved in EUNIC Clusters.</p> <p>Learning points:</p> <ul style="list-style-type: none"> • Discovering Malta, its context, its history and its contemporary artistic scene • Discovering how Mediterranean offices operate when it comes to art and culture • Making contacts from Malta through networking events, and the many activities and events which the Arts Council in Malta organises for future co-productions and projects • Learning how Arts Council Malta manages it various funds for artists • Learning how to communicate and work with passionate, loud, loving people from the Mediterranean • Learn more about the Arts Council Malta Strategy 2020 and be able to contribute to the new strategy
<p>Any other comments/remarks?</p>	<p>For more information on Arts Council Malta kindly see our website and Facebook.</p>



11. HOSTING OFFER: LITHUANIAN CULTURE INSTITUTE IN VILNIUS

<p>What?</p>	<p>Study Visit Programme of the Lithuanian Culture Institute Programs and Projects Department</p> <p>The aim of this job shadowing is to learn about the Study Visit Programme which has been operating since 2014. Lithuanian Culture Institute organizes Study Visit Programme for foreign art and culture professionals. They are invited to Lithuania for uniquely tailored programmes of visits to special showcases, museums, galleries and artists. The aim of Study Visit Programme is to strengthen international ties, encourage international projects and exchange, as well as to help the Lithuanian artists and culture professionals to get established in international networks.</p> <p>From 2014 to 2020 the Lithuanian Culture Institute financed and curated 771 visits of foreign experts in various artistic fields.</p> <p>Please find more information here.</p>
<p>Where, when and for how long?</p>	<p>In Lithuania, between April and June 2021. Programme would last up to three days.</p>
<p>For whom and what are the main learning points?</p>	<p>To EUNIC members who organise visits programmes or plan to establish this kind of programme. The job shadowing participant would have an opportunity to learn about the management of the Study Visit Programme and experience a uniquely tailored programme himself/herself, as well as to get to know the activities of the Lithuanian Culture Institute.</p>
<p>Any other comments/remarks?</p>	



12. HOSTING OFFERS: GOETHE-INSTITUT

a. Headquarters in Munich – all departments

What?	<p>Giving an insight into the work areas of the HQ of the Goethe-Institut and its special departments:</p> <ol style="list-style-type: none"> 1) Executive Committee 2) Structure and Strategy of the Goethe-Institut 3) Evaluation 4) Culture (departments: theatre, music, film, arts, literature etc.) 5) Information (departments: libraries, digital programmes etc.) 6) Language (different programmes) 7) Communication (PR, Social Media, internal communication etc.)
Where, when and for how long?	<p>The job shadowing would take place at the Goethe-Institut's HQ in Munich. The timeframe throughout the year would be flexible and could range from 2 days up to 1 week for 1 to 5 persons.</p>
For whom and what are the main learning points?	<p>The target group would be staff working at a EUNIC member institution - preferably at the member's HQ. With this offer we would like to give an overview of Goethe's everyday business and exchange about common grounds and differences.</p>
Any other comments/remarks?	<p>We can organize individual meetings with different contact persons, if desired.</p>



b. Headquarters in Munich – Digital Transformation programme

<p>What?</p>	<p>The Goethe-Institut has launched its Digital Transformation programme last year. This includes all departments: language, culture, information and administration. There are more than 50 measures and projects running: from digital projects in our website, widening our internal trainings for digital competences to a whole new strategy for communication. At the heart of the programme, we deal with very fundamental questions: how do we make language and culture accessible in the digital realm? How do we become more resilient and flexible facing current and future crises? How do we let innovation happen? We would be looking forward to giving an insight into how we tackle these challenges and questions at the Goethe-Institut. At the same, we would love to discuss with representants from other culture institutions and gain new perspectives about how they deal with Digital Transformation.</p>
<p>Where, when and for how long?</p>	<p>From September 2020, two days of job shadowing (at the headquarters in Munich, if international travel is possible, or via online-meetings slots over the course of a few days). The precise dates can be arranged after consultation with the participant.</p>
<p>For whom and what are the main learning points?</p>	<p>Participants who are involved in (digital) strategy and deal with the broad impacts of digital transformation throughout the institution: discussing how digital transformation plays a strategic role in each other's institution on and how one wants to tackle current and future challenges (internal and external)</p> <ul style="list-style-type: none"> • Head/Project Managers for Digital Projects or Digital Transformation: learning from each other how various departments of an institution can be introduced to Digital Transformation and get involved • Head and Project Managers of Digital Communication, Language or Arts: learning how another culture institution creates innovative and sustainable digital culture, arts and language experiences • Information Officers: learning from each other how information technologies and infrastructure have to be adjusted to new challenges (new tools, privacy laws, increasing demand, etc.) but also which challenges it poses to new ways of work, collaboration, etc.
<p>Any other comments/remarks?</p>	<p>For any further coordination of the job shadowing, please also contact Zita Udra, Project Manager Digital Transformation, at zita.udra@goethe.de or +49 89 15921-891.</p>



c. Headquarters in Munich or other locations – Libraries

What?	Libraries are transforming themselves all over the world. They become "Third Spaces", co-working Areas, learning Centers etc. The Goethe-Institut libraries have taken up these trends and are developing (using design thinking etc.) different concepts which are very focused on the specific needs in the different countries. We would like to share these developments with other European Cultural Institutes (especially those with libraries) and start a process of exchanging ideas how to offer new services and new concepts to our audiences and our target groups.
Where, when and for how long?	This meeting could either take place in the head office in Munich or in one of the Goethe-Institut libraries abroad (i.e. Prague, Warsaw). In either case additional examples of library concepts would be provided by inviting colleagues via Skype sessions to present and discuss. We would prefer to offer this program around March 2021 for approx. 2-3 days
For whom and what are the main learning points?	Librarians, Project manager, colleagues responsible for developing new location-based concepts.
Any other comments/remarks?	

d. Goethe-Institut in the Netherlands

What?	We offer a job shadowing position in one of the two Goethe-Institut locations in the Netherlands: Amsterdam or Rotterdam. There would be the possibility to do a job shadowing in the following departments: Cultural programme, language courses, library or administration. The interested party can set his own focus.
Where, when and for how long?	Offer period: January to June 2021. Duration of the Job Shadowing: 1-4 weeks.
For whom and what are the main learning points?	Target group: Everyone who works in similar cultural institutes as the Goethe-Institut. Learning points: International exchange in the working methods of cultural institutes.
Any other comments/remarks?	Unfortunately, the Goethe-Institut cannot provide accommodation for the duration of your stay.



e. Goethe-Institut in UAE (Abu Dhabi)

What?	We can provide an exchange or an internship in the UAE (Abu Dhabi).
Where, when and for how long?	Anytime as soon as the COVID Crisis is over. However, summers are dull here. Suggested times: 4 - 6 days in time frame October 2020 - April 2021, or October 2020 - April 2022.
For whom and what are the main learning points?	Cultural managers or managers of language learning programs, or CFO/heads of administration of cultural institutes. Ideally, a head of a cultural institute.
Any other comments/remarks?	Cultural managers or managers of language learning programs, or CFO/heads of administration of cultural institutes. Ideally, a head of a cultural institute.

f. Goethe-Institut in London

What?	We can offer a space for someone interested in getting to know the Goethe-Institut London better. It could be in one of our departments, meaning Language, Culture or Information & Library.
Where, when and for how long?	Earliest Mid-January 2021. Maximum number of days: 7 Days.
For whom and what are the main learning points?	Learning about the work of Goethe-Institut London
Any other comments/remarks?	



g. Goethe-Institut in Prague

What?	All departments could offer an insight into their respective work areas: 1) Library and Information 2) Language 3) Cultural programme 4) Finance & administration
Where, when and for how long?	The job shadowing would take place at the Goethe-Institut Prag, Masarykovo nábřeží 32, 110 00 Praha 1, CZ. The timeframe in the given period (September 2020 - June 2021) would be flexible and could range from 1 day up to 2 weeks and would have to be discussed according to the field of interest.
For whom and what are the main learning points?	The target group would be staff working at a EUNIC member in one of the work areas named above (Library and Information, Language, Cultural programme and/or Finance & administration). The aim of the job shadowing offer would be exchange, mutual learning and networking.
Any other comments/remarks?	There might be the possibility of staying at the residency apartment of the Goethe-Institut depending on its availability at the time.



h. Goethe-Institut in Beijing

What?	Goethe-Institut China is active in many areas, we are running a very special space in Beijing's art district 798 that offers a lot of interesting insights in what is possible within the framework of cultural exchange in China. Furthermore, we are operating a large network with cultural and educational programs around China which might be another interesting option to be discovered.
Where, when and for how long?	Time slots will have to be discussed on an individual basis and depending on the field of expertise and interest of the participant; mid-July until the end of August and mid-December until the end of January (Chinese New Year) are not possible, all other periods to be checked with my team.
For whom and what are the main learning points?	Program officers in the areas of culture, education and information. Learning points depend on the background of the participant (setting up and managing productions within one's own space, organizing discursive programs, building a network of multipliers in the educational field, challenges and possibilities in the cooperation with Chinese partners).
Any other comments/remarks?	Knowledge of Chinese language is helpful, but not necessary.

i. Goethe-Institut in Tunis + EUNIC Tunisia

What?	We offer to join the Goethe-Institut Tunis in a Country of Transition with a special program Tfanen financed by EU Brussels.
Where, when and for how long?	In the German cultural Center/Tunis. From Sep.- Dec. 2020 and Mid-Jan. - Mid-April 2021
For whom and what are the main learning points?	Persons from countries in Transition. Members from countries with a huge demand for German classes.
Any other comments/remarks?	You should speak English, French or Arabic.



j. Goethe-Institut in Montreal

<p>What?</p>	<p>We would like to offer job shadowing opportunities in our cultural programming and in our language department. Depending on interest, it is also possible to combine these with 1-2 days of job shadowing in other departments such as administration, and information & library services.</p> <p>Job shadowing in our cultural programming department: We have a focus on film, new media art, dance and theatre. The candidate could learn more about these fields and our different partner collaborations (events, residencies, creative industries), and we would like to learn more about their best-practices.</p> <p>For the language department, it would be interesting to exchange with international EUNIC colleagues about their experiences and expertise in language teaching, but also lobbying for European languages outside of the EU, as well as collaborations with schools and universities on higher education.</p>
<p>Where, when and for how long?</p>	<p>Depending on the candidates interests and availabilities, we might be quite flexible. Based on previous experiences, a stay of 3-4 days would be ideal.</p> <p>Cultural programming department: - usually spring and autumn is busy in Montreal, so a great opportunity to see local artists and productions in that time</p> <p>Language Department: - multiple dates depending on interest (e.g. student exchange in March/April)</p>
<p>For whom and what are the main learning points?</p>	<p>Cultural programming coordinators / curators / Head of Cultural Departments: - Best -practice exchange about partner collaboration - Knowledge about the vibrant new media art scene and creative industries (AI, VR, AR etc.) in Montreal - EUNIC collaboration outside of Europe</p> <p>Language course coordinator / Head of Language Departments: - Best-practice exchange about language courses portfolios - Collaboration with schools, high schools and universities: language teaching, education of professionals etc.</p>
<p>Any other comments/remarks?</p>	<p>The Goethe-Institut Montreal is working with a small team and is active in multiple cultural and educational areas. Ideally, the candidate is interested in interdisciplinary approaches, and in discussing more about the opportunities and challenges working on EU-topics in a Non-European country. We are curious to learn from our colleagues and are open to develop an individual job shadowing program on request.</p>



13. HOSTING OFFER: ISTITUTO ITALIANO DI CULTURA IN STOCKHOLM

<p>What?</p>	<p>As the Institute is a prestigious building projected and furnished in 1958 by the worldwide famous architect Gio Ponti, and is very well known and loved from the local audience, we have a plan of promoting contemporary art in connection with such a relevant architecture. This way we try to activate a dialogue between past and present generations strengthening the threads of a mutual cultural exchange which is represented by a symbol of Italian modernism which is considered part of the skyline of Stockholm</p>
<p>Where, when and for how long?</p>	<p>It would take place at the Institute, in the period October- mid December. The length of staying depends on the host.</p>
<p>For whom and what are the main learning points?</p>	<p>I would like to have the possibility to compare our experiencing of working every day in a sort of museum, whose maintenance and use of spaces is always very delicate and demanding and, in the meantime, with the responsibility to prepare a cultural programme which cannot forget to have this great chance to convey a message of cultural exchange through a shared heritage.</p>
<p>Any other comments/remarks?</p>	<p>We have the possibility to host our guest in our room in our guesthouse.</p>



14. HOSTING OFFERS: FINNISH CULTURAL INSTITUTE

a. Finnish Cultural Institute in New York

What?	The Finnish Cultural Institute in New York operates within the fields of contemporary art, design, and architecture with the aim of creating dialogue. We uphold a residency and mobility program for artists, designers, architects, and curators as well as organize signature projects. In the spring of 2020, we started a fundraising program in an effort to secure more funds for the Institute's residency program and projects. We offer a chance to shadow our Development Director's daily tasks.
Where, when and for how long?	The Institute's offices are located in New York. The ideal time period for the job shadowing period would be spring 2021.
For whom and what are the main learning points?	The target group is professionals active within the culture field that would be interested in the logistics and operations behind a fundraising program to support the arts. Main learning points are fundraising basics, donor management and program planning.
Any other comments/remarks?	



b. Finnish Cultural Institute in Estonia

<p>What?</p>	<p>The Finnish cultural institute in Estonia is located both in Tallinn and Tartu. We are pleased to offer a job shadowing opportunity in our Tartu office, which hosts a beautiful small library. The library belongs to the national Estonian network of libraries, and it has a collection of Finnish literature mainly in Finnish and in Estonian, but also some in English. Two of our staff members work in Tartu, programme coordinator and the head of education and society programme.</p>
<p>Where, when and for how long?</p>	<p>We're offering the opportunity to join us in taking part in the current projects promoting Finnish culture, language and literature in Estonia. We would like to give an overview of our institute's everyday businesses and exchange about common grounds and differences.</p>
<p>For whom and what are the main learning points?</p>	<p>Location: The Finnish Institute, Tartu, Estonia. Job shadowing may include trips in Estonia, e.g. to Tallinn office or to events in other cities.</p> <p>Time slots: End of 2020 / Spring 2021, negotiable:</p> <ul style="list-style-type: none"> • Nov: training sessions for language teachers and school principals; TelepART funding programme for performing arts (on-going throughout the whole year). • Dec: Finnish Independence Day celebrations; teaching children how to be Santa's little helpers; art event in Narva. • March-Apr: training sessions for language teachers and school principals. • May-June: (Re)configuring Territories international art programme in Narva (art residency, spring school and role-play event). <p>Timeframe: From a few days up to 1 week, negotiable.</p>
<p>Any other comments/remarks?</p>	<p>Our offer is aimed for members of EUNIC: Cultural producers, people who work with literature.</p> <p>Main learning points will be event organization, sharing experiences and strategies.</p>

