

Internship Communications

UNStudio is an internationally operating architectural firm with projects in the Netherlands, Europe, Asia, USA and the Middle East. Our portfolio has a wide variety of projects of various scales. We strive to make a significant contribution to the discipline of architecture, to continue to develop our qualities with respect to design, technology, knowledge and management and to be a specialist in public network projects.

The atmosphere in our office is informal, international, multidisciplinary, highly ambitious and very dynamic, but also friendly with a focus on personal development and career planning where possible. The average age of our employees is 34 years and our employee base is made up of about 28 different nationalities. Almost all employees have an academic background.

Tasks:

For our Communications department at our office in Amsterdam we are looking for an intern that is interested to get acquainted with the tasks done for Business Development and PR in an international architecture practice. During the internship the intern will support the daily operations and he/she has the opportunity to develop further within a creative, dynamic organization.

- Support all kinds of incoming questions to the PR and Business Development Department
- Providing support in preparing tenders and bids
- Market analyses
- Maintenance (digital) picture archive
- Maintain and update project information (InDesign)
- Maintenance of archive (physical) library
- Supporting set-up of contact maintenance system
- Track incoming and archive publications
- Assistance with the production of a book

Requirements:

- Academic background, currently enrolled in an university program
- Good knowledge of English spoken and written
- Flexible and service-oriented attitude
- Affinity with architecture / design
- Knowledge of MS Office, PowerPoint and Adobe package
- Practical and hands-on mentality

What we offer

A challenging position in an independent young and international working environment. The position offers an opportunity to make a significant contribution to the success of the department.

The internship will be for a minimum period of 6 months (40 hours a week). Starting date will be preferable as soon as possible. Internship fee is EUR 751 for EU students and EUR 998 for Non-EU students.

Contact

Are you interested in the job description and do you recognize yourself in the profile, please send a short motivation letter, your CV and your portfolio to hr@unstudio.com. We want to emphasize that we don't take your application into account if you are not enrolled as a student.

Our website provides additional information about our organization and projects. www.unstudio.com