



CULTURAL SERVICES
FRENCH EMBASSY
IN THE UNITED STATES

French Cultures Festival Communication Intern

The Cultural Service of the French Embassy in Houston is accepting applications for a part-time internship position **from mid-January to mid-March, 2019**.

Brief Description

The French Cultures Festival (FCF) celebrates French language and francophone cultures throughout the month of March in Texas, Oklahoma and Arkansas. Its major event is a free kick-off concert featuring francophone and local bands which will launch the festivities, to be held on March 8th, 2019 at Discovery Green in Downtown Houston.

The Communication Intern will assist the staff of the Cultural Service in creating communication material and social media content to promote the French Cultures Festival throughout the states of Texas, Oklahoma and Arkansas.

Main Tasks

Communication

- Create and regularly update the official 2019 French Cultures Festival Calendar
- Send a press release to the local media
- Write and post content on the Cultural Services of the French Embassy social media.
This will include:
 - o Creating and implementing an editorial calendar for messages to be communicated through the websites or social media
 - o Creating appealing graphics and videos to illustrate articles and posts
 - o Researching new ideas for creating content.
 - o Monitoring social platforms and respond to requests/comments
 - o Posting live videos and other social media content the day of the event

Additional support

- Assist in day-to-day operations
- The day of the event: help the staff in setting up the concert venue in coordination with a team of volunteers
- Create a feedback questionnaire, promote it to the audience and analyze its results
- Perform other duties as assigned

Requirements

Availability

- Be available on the afternoon and evening of Friday, March 8th, 2019

General Skills

- Excellent written and verbal communication skills in English, good communication skills in French
- Ability to communicate information clearly, concisely and professionally
- Flexible, reliable and able to work both independently and as part of a team
- Strong attention to detail
- Outstanding organization
- Creativity
- Provide inspiration and constructive feedback
- Good knowledge of the Houston area

Computer Skills

- Proficiency managing a Facebook page and other social media platforms
- Microsoft Office: Powerpoint, Excel, Word
- Google suite (Gmail, Google drive, Google form)
- Ability to design appealing visuals using Microsoft office

Practical Information

Duration: 2 months – mid-January to mid-March, 2019 (15 hours/week)

Compensation: Unpaid internship

Organization: Cultural Services of the French Embassy - The Cultural Service of the French Embassy in Houston promotes French-American cooperation in the arts, literature, cinema, French language, and higher education in Texas, Oklahoma and Arkansas by bringing artists, authors, educational and university programs.

Location: Consulate General of France in Houston, 777 Post Oak Blvd, Suite 600, Houston, TX 77056

How to apply: The internship is open to full-time students enrolled in an American university, holding a legal document (citizenship, green card, work permit, specific visa) authorizing them to carry out an internship at the French Embassy of the United States.

To apply, please send a cover letter and a resume (in English) by e-mail, before **December 16th, 2018**, with the subject line "Internship Application - French Cultures Festival" to Amandine Castillo, Cultural Service Coordinator at amandine.castillo@diplomatie.gouv.fr.

The Cultural Service of the French Embassy in Houston does not discriminate on the basis of age, race, color, sex, national or ethnic origin, religion, sexual orientation, gender identity, disability, marital status or socioeconomic status.

Useful websites and links:

- 2018 French Cultures Festival: <http://frenchculture.org/events/7059-2018-french-cultures-festival>
- Facebook: www.facebook.com/fr.culturalservicehtx
- Cultural Services of the French Embassy: www.frenchculture.org
- Cultural Agenda <http://consulfrance-houston.org/spip.php?article2208>