

Introduction

Stavros Niarchos Foundation Cultural Center SA (SNFCC SA) offers people aged 18-35 a paid internship opportunity. The call is open to those interested in working in a cultural organization of international caliber. The program is offered within the framework of the Recharging the Youth grant, initiated by the Stavros Niarchos Foundation (SNF).

SNF's Recharging the Youth grant initiative aims to help address the high rate of youth unemployment in Greece, seeking to create better employment prospects and new skill-building opportunities for young people.

SNFCC SA is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, develops its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant by the Stavros Niarchos Foundation. In 2017 SNFCC welcomed about 3 million visitors.

The internship program provides training in fields related to different aspects of SNFCC's operation, the opportunity to work closely with the organization's professional staff, while familiarizing interns with the role of the Stavros Niarchos Foundation Cultural Center in a broader cultural and societal context. Through this program, interns will be able to develop and apply their communication, collaboration and problem-solving skills, while getting to know the workings of a dynamic, multifaceted organization.

Internships will commence in June 2018 and end by January 2019.

Two types of internship

In total, sixty-two (62) positions will be available. In order to ensure the greatest possible grant outreach and impact, the internship program has been divided into two types, each following its own selection process:

i. Visitors Experience: twenty-five (25) positions, reporting mainly to SNFCC's Visitors Experience Unit with the possibility of assignment in selected other departments. The positions will be filled through a draw supervised by a notary public, with sole criterion the certified knowledge of English language.

ii. Various units: thirty-seven (37) positions across SNFCC's different units will be filled from a pool of applicants, which will be selected through a number of draws supervised by a notary public, followed by interviews with members of the SNFCC team as set out below. For this internship type, educational qualifications, as well as certified knowledge of English are needed.

TYPE I

Visitors Experience interns (no educational prerequisites)

Candidates will be asked to apply through SNFCC.org/internships and select the Visitors Experience category.

Eligibility criteria & required documents

- The positions are open to all people aged 18-35 (born after 01/06/1983 and before 31/05/2000), eligible to work in Greece
- A valid Greek Tax ID number (ΑΦΜ) is needed for applying
- In order for the application to be valid, all fields must be filled
- Adequate knowledge of Greek (to be verified after the draw) is needed
- Certified knowledge of English language, for which the relevant certification should be submitted electronically, at least B2 level (i.e. FCE)
- The drawn applicants will have to submit a declaration letter for non-conviction in specific offenses, that might be related to the internship program

Selection process

As stated above, twenty-five (25) positions will be available. Twenty-five (25) applicants as well as fifty (50) runner-ups will be selected by means of a draw supervised by a notary public.

Applicants that are drawn but fail to meet one or more of the aforementioned criteria or do not wish to participate in the program, will be replaced with an applicant from the runner-up pool, in the order in which they have been drawn.

TYPE II

Interns for various units of SNFCC (with educational prerequisites)

Candidates will be asked to apply through SNFCC.org/internships and select the All Units category. As stated before, thirty-seven (37) positions will be available. Applicants will have to select their respective educational field, choosing one among the following:

#	Education field	Number of positions
1	Economics & Finance, Business Administration, Accounting (etc.)	8
2	Humanities (History, Linguistics, Literature, Philosophy, Education etc.) Polytechnic Schools	4
3	(Civil Engineers, Mechanical Engineering Information Technology etc.) - excluding Architecture	3
4	Architecture	4
5	Social Sciences (Political Science, Sociology, Law, Psychology, Social Anthropology etc.) Arts & Culture	3
6	(Management of Cultural Organizations, Visual & Performing Arts, Cultural Heritage etc.)	3
7	Agricultural Science and related educational fields	2
8	Graphic Design and related educational fields	1
9	Marketing, Communications, Media Studies, Public Relations	3
10	Tourism - Hospitality & Leisure Industry, Event Management	6

Eligibility criteria & required documents

- The positions are open to people aged up to 35 years old (born after 01/06/1983) eligible to work in Greece.
- A valid Greek Tax ID number (ΑΦΜ) is needed for applying
- Adequate knowledge of Greek (to be verified after the draw)
- Certified knowledge of the English language, for which the relevant certification should be submitted electronically, either for B2 level (i.e. FCE) – obtained after 01/01/2015 - or for C2 level (i.e. CPE) obtained at any time
- A university or polytechnic degree or diploma of a vocational school with a minimum of 3 years of study or a master degree. The educational title should be relevant to the chosen fields - all educational titles should be submitted electronically
- The drawn applicants will have to submit a declaration letter for non-conviction in specific offenses, that might be related to the internship program

Applicants' academic qualifications will be verified and a series of draws (one for each field) supervised by a notary public will take place among those meeting the requirements.

The number of applicants drawn for each field will be 5 times the number of available positions with the exception of the field of Graphic Design where there is only 1 available position for which 7 applicants will be drawn. Consequently, one hundred eighty seven (187) applicants will be drawn in total for all 10 educational fields.

Additionally, seventy five (75) runner-ups will be drawn (2 runner-ups for each position) with the exception of the field of Graphic Design where there is only 1 available position for which 3 runner-ups will be drawn.

A thorough second check of academic qualifications and the remaining required documents, will follow for those who have been drawn. Applicants who don't meet the prerequisites or do not wish to participate in the program, will be replaced by applicants from the runner-up pool, in the order in which they have been drawn.

The one hundred eighty seven (187) drawn applicants will go through an interview process with members of the SNFCC team in order to be distributed to the following SNFCC units:

- Finance

- ICT
- Operations (Facilities, Landscaping and Security)
- Business Development (Rentals, Food & Beverage, Membership Program)
- Legal
- Programming & Event Production
- Marketing & Communication
- Visitors Experience (Customer Service, Architectural Tours, Call center, e-support etc.)

The list of sciences under each field is indicative and not exhaustive. Broad criteria will apply for assessing whether the degree or diploma acquired falls under the field selected by the applicant.

Applicants can apply for both types of internship. However, they can apply for only one scientific field in the second type of internship.

Key information

- Total available positions: 62
- Commencement of internship program: June 1, 2018
- Duration of internship program: June 1, 2018 – January 15, 2018
- Application period opening: April 2, 2018
- Application deadline: April 13, 2018, 16.00 (Athens time)
- Applicants' draws: April 23, 2018
- Interviews: April – May 2018 (interviews will be conducted only for the second type of internships)
- Applications will be accepted only through SNFCC.org/internships
- Individuals that have already participated in an SNFCC internship program, as well as relatives (up to the third degree) of SNFCC SA staff management are not eligible to apply