

Position: Communication Assistant (H/F/X)

Activity: Events organisation / Trade fairs - exhibitions

Entreprise : Brussels Design Market SRL

Dates : from 2 September to 29 November 2024 (flexible dates, at least 3 months)

Unpaid internship

Since its creation in 2002, Brussels Design Market has developed into Europe's largest design market. Considered a must in the international vintage design calendar, it is an invitation to discover enlightened and passionate exhibitors, showcasing 20th-century design with their high-quality selections. Scandinavian, Italian or American, from Corbusier to Jacobsen by way of Bertola, the Brussels Design Market offers a wide range of choices to suit a diversity of tastes and interiors.

Twice a year, in March and November, the Brussels Design Market brings together more than 150 exhibitors from all over Europe at the Tour & Taxis Maritime Station, at the cutting edge of technology and design. For the Spring 2024 edition, the team is looking for a motivated and dynamic intern to contribute to the organisational process of this new edition, which will be held on **16 & 17 november 2024**.

As an intern, you will be assisting the Project Manager with two main aspects of the event : **general communication** (digital communication, press relations and partners) and **logistical support**.

COMMUNICATION ASSIGNMENTS

- **Communication plan and strategy :** creation of content/digital communication media: creation of the editorial calendar for social networks (Facebook and Instagram), creation of web banners, relaying of events in line with the editorial line.
- **Mailing :** database creation and segmentation, strategy and drafting of newsletters and emailings, keeping of a statistics log. Creation and segmentation of the database, strategy and drafting of newsletters and emailings, keeping of a statistics log.
- **Animation :** Daily publications, organisation of sponsored campaigns targeting a specific audience, community involvement, answers to questions from Internet users.
- **Regular website updates** with the Project Manager.
- **Press :** preparation of press kit, media kit, press release and press relations.
- **Development of media partnerships :** influencer marketing, blog, online magazine, design platform, ...

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EVENT LOGISTICS ASSIGNMENTS

Exhibitor follow-up

Telephone handling line of specific requests

Sending out the exhibitors' guide and various announcements via mailings and press releases

Event coordination

Help with logistics, contact with technical service providers

Recruitment and management of staff during the event

Presence throughout the event : welcoming exhibitors, staff duty, managing deliveries, liaising with various service providers, managing staff.

PROFIL :

Final year Bachelor's / Master's degree in a related field: communication / cultural management / marketing / public relations / or similar qualification.

- Strong interest in design, the arts and new trends Autonomous, pro-active, stress-resistant
Good interpersonal skills
- A keen interest in new media and social networking
- A graphic eye

SKILLS :

- Fluency in French and English. Dutch is a real asset
- Perfect command of new media and social networks
- Knowledge of the Office suite and Adobe Creative (Indesign, Illustrator, Photoshop)
- Excellent writing skills
- Knowledge of Wordpress is a real asset

Would you like to join the team and take part in the planning and implementation of an international event?

Send your CV and covering letter to Louise Wauters : louise@designmarket.be