



DE VOORKAMER

# INTERNSHIP COMMUNICATION & PROJECT DEVELOPMENT

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## Internship in cultural meeting space De Voorkamer

We are looking for a new intern! Someone who is eager to learn from and contribute to the cultural and social domain. Are you passionate about art and design within the social domain, communication and cultural exchange? Check out this vacancy!

### De Voorkamer

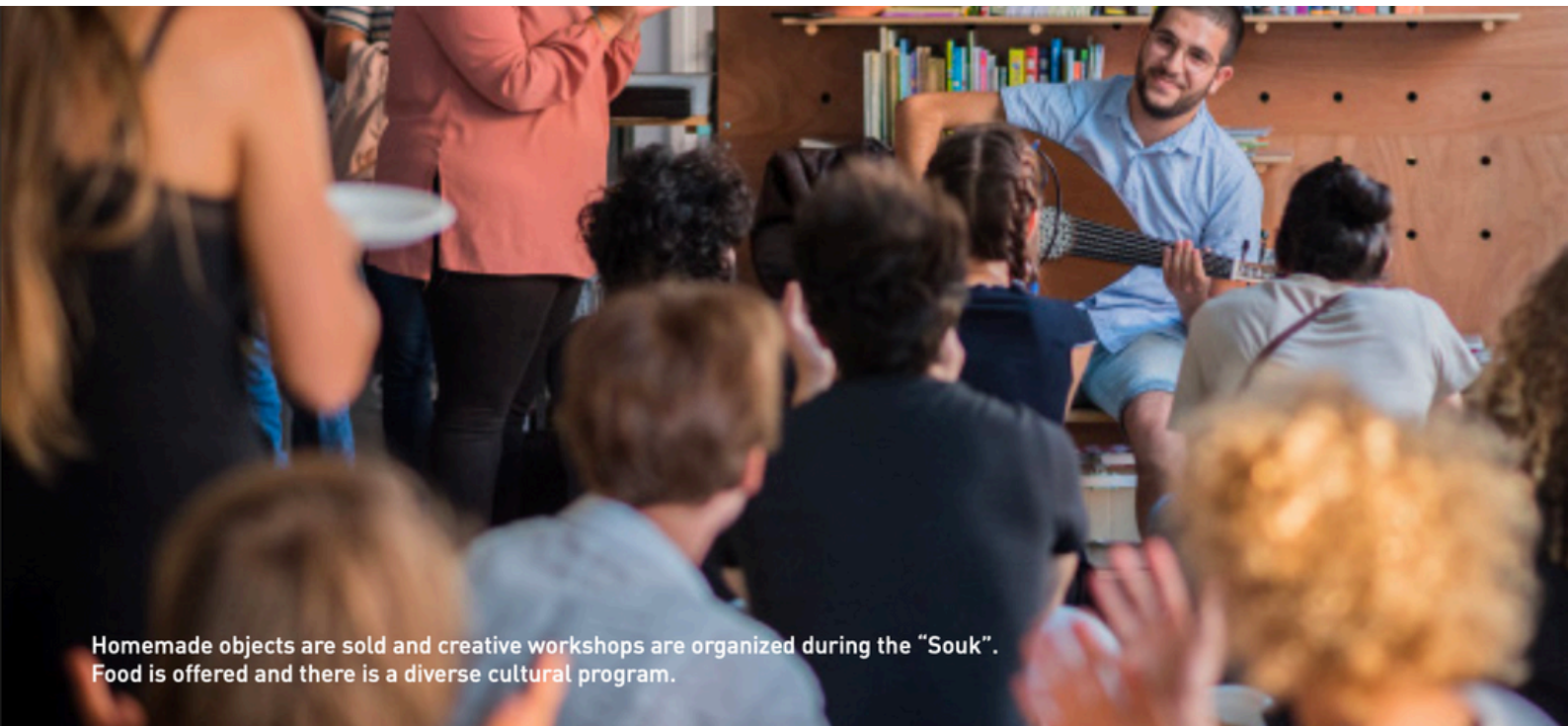
De Voorkamer is an open space to meet other cultures: a place to belong, a safe place for new experiences. By focussing on creativity and talent we connect people within our community with diverse cultural backgrounds on a personal level.

In 2016 De Voorkamer opened its doors in Utrecht, creating a cultural meeting space to promote inclusion and integration by stimulating and facilitating the talents of our diverse community. Since day one, we have strived to ensure the initiative is not only for our community, but created by them.

We do this by working with small groups to establish creative and valuable connections through which to share and exchange inspiration and talents. In collaboration with local professionals, we design meetings and projects that bring our space to life and create events, workshops and objects that facilitate our activities. We have realised many projects born from the fascinations and interests of our community, including: our weekly language cafes and game nights, storytelling events, photography and visual art/design projects, music events and many more.

### Practicalities

- We preferably take on interns who can commit to 16-20 hours per week. We always work together as a team in De Voorkamer on Mondays and Thursdays from 9:00-17:30. Therefore, we ideally have interns join us these days, so that you can have a more involved and social experience.
- If you are chosen to come for an interview, these will take place between July 11-25.
- The internship will begin the first or second week of September.
- Feel free to submit your motivation letter/CV in Dutch if it is more comfortable for you. It is good to note that the working language in our space is English. We do have colleagues who speak Dutch and Arabic, we do not want you to feel limited by your (current) language skills!



Homemade objects are sold and creative workshops are organized during the "Souk".  
Food is offered and there is a diverse cultural program.

### **The intern's tasks may include:**

- Identifying and developing projects and events;
- Doing research as a foundation for project development;
- Community building (recruiting new participants and advertising our events at the AZC).
- Hosting activities;
- Communication (online & offline);
- Developing your own project;
- As an organization we offer our team members the space to work from their own initiative and talent. Also during this internship, the responsibilities of the intern are somewhat dependent on the wishes and interests of the intern themselves.

### **Our ideal team member is:**

- Living in Utrecht;
- Interested in other cultures, meeting other people and the exchange of knowledge;
- Experienced/interested in working with people from various cultural backgrounds;
- Proactive, motivated and takes initiative;
- Social, approaches people easily and can take the lead in collaborations.
- Has their own laptop they can use to work on.
- Do you need to commit more hours to an internship or are unavailable on Mondays or Thursdays? Please write about this in your motivation letter!

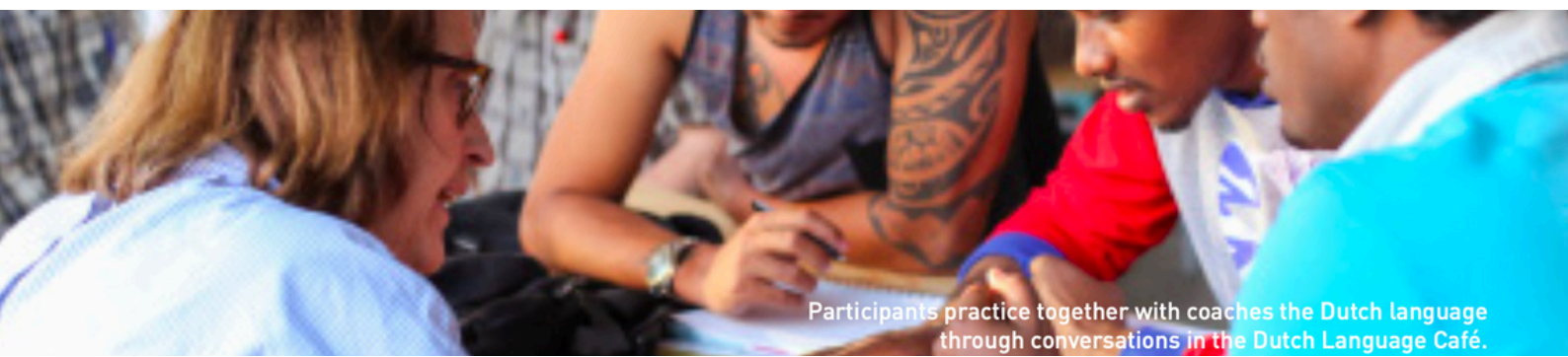
### **What can you expect from De Voorkamer?**

- An energetic, active and involved team;
- A diverse work environment - you work on many different tasks and projects and gain a lot of experience in a short period of time;
- Guidance from the team of De Voorkamer;
- Other 'perks' such as a delicious lunches, access to concerts and other activities and an informal workplace where great contacts can be made.
- A monthly financial compensation.

### **Current Projects Interns can choose from include (...but are not limited to):**

- Restructuring internal communication/organization methods and templates,
- Women's Project,
- Integration project queer migrants and Safe(r) Space Policy,
- Community Building & Recruitment at the Asylum Center (Arabic, Farsi, Tigrinya, and Spanish speakers are a big help!),
- is there a project that you think would be a great fit at De Voorkamer? Tell us about it in your motivation letter!

**If you are interested, please send a motivation letter and your CV to [info@devoorkamer.org](mailto:info@devoorkamer.org) by the end of July 3rd. Please feel free to reach out if you have any questions or considerations before you apply!**



Participants practice together with coaches the Dutch language through conversations in the Dutch Language Café.



Tables designed by community members in a co-creation project in De Voorkamer.