

## Call for Interns

### Montreal Institute for Genocide and Human Rights Studies “Plundered Cultures, Stolen Heritage”

The *Montreal Institute for Genocide and Human Rights Studies* (MIGS) is currently accepting applications for **two internship positions** to help organize a major event at Concordia University. On 6-8 November 2013, MIGS will co-organize a high-level, public conference titled “Plundered Culture, Stolen Heritage.” The Conference will focus on the plundering of memory and cultural treasures, its significance, restitution and reconstruction of cultural identity. Focused primarily on the Holocaust and the events surrounding it, this conference will examine the multi-faceted motives of the perpetrators for their theft and devastation of cultural property, its impact on the victims and survivors, and the significance of the cultural theft and devastation for restitution and reconciliation today. Experts on other groups such as the Armenians and First Nations will also make presentations at the conference.

You must be a current undergraduate or graduate student at Concordia University and in a field related to the MIGS’ “Plundered Culture, Stolen Heritage” Conference: Fine arts, History, Anthropology, or Sociology.

Please note that the internship is unpaid and part-time (10hrs/week)

#### Main duties

- Provide administrative assistance and report to the organizers of the project; support other staff as required;
- Help manage the event (e.g. timelines, venues, suppliers, etc);
- Coordinating venue management, caterers, stand designers, contractors and equipment hire;
- Preparing and distributing of information, communication and co-ordination
- Assisting in identifying, contracting and monitoring of services as required (hotels, flights, catering, restaurant, taxis etc), serve as liaison with vendors on event-related matters, if needed;
- Prepare nametags, materials, information packages, registration lists, seating cards, etc;
- Supporting the staff with the social media campaign;
- Liaising with Concordia communication and designers to organise the production of posters, and brochures etc;
- Coordinating suppliers and handling queries on the day of the event to ensure that all runs smoothly.

#### Key knowledge and expertise: event planning, production and administration

- Strong project management and account management ability: ability to advance projects, set priorities and work as part of a team;

- Ability to manage multiple tasks and work assignments from a variety of staff;
- Excellent communication skills, including writing, proof reading skills, and speaking.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Self-motivated and can be trusted to manage their own workload and time
- Good understanding of the different social media platforms;
- Good computer skills (MS Office, Word, Access, Excel, Power Point);
- Highly motivated and results oriented with the ability to plan ahead;
- Hardworking and driven, creative with the ability to conceive and develop ideas;
- Strong interest in arts and history;
- Approachable, enthusiastic with a composed confidence

**Interested applicants should submit a brief cover letter and resume. Applications can be emailed to [migs@concordia.ca](mailto:migs@concordia.ca)**

### **About MIGS:**

MIGS develops and manages major research programs focused on the prevention and prosecution of genocide and other crimes against humanity. It also aims to sensitize community, media and government leaders about genocide and fosters cooperative international network of institutes engaged in research aimed at protecting victims.