



Communications Intern Job Description

About the Motion Picture Association (MPA)

We are the international voice of the Motion Picture Association of America. We aspire to advance the business and art of filmmaking and celebrate its enjoyment through our regional office in Europe, the Middle East and Africa (EMEA). The European and US entertainment industries have a common goal: promoting and protecting the creative sectors, the talent that is at their core and the millions of jobs they support. The EMEA office of the MPA is based in Brussels, Belgium and was opened in 1995. Our principal activities include: work on legislative and regulatory issues at European and national levels; development and implementation of content protection strategies; and collaboration with other rights holder groups to promote intellectual property rights and the interests of the audiovisual sector. More information is available on our website at www.mpaeurope.org

Stage Outline and Function

The MPA EMEA communications department is offering a full-time internship at its offices in Brussels for the duration of six months initially, with the possibility of an extension for another six months, to start in the second half of August 2022. The intern will receive a financial compensation according to the Belgian Convention d'immersion professionnelle ([CIP](#)). The selected candidate will support the Communications Director in implementing the EMEA communications strategy that is to enhance the MPA's advocacy and content protection efforts by shaping the public perception of the film and TV industry by emphasizing the industry's innovative edge, economic impact, leadership, and shared accountability in the internet ecosystem. While a certain degree of homeworking will be possible, the intern should be based in Brussels.

Specific Activities and Deliverables

- Set up and effectively manage the process of using specific events and resources to highlight that our industry is pro-innovation, pro-consumer and well established across the EU.
- Support the Communications Director in developing visually appealing communications materials such as factsheets with infographics, short videos, quotecards and graphs to be used in communications activities.
- Support the Communications Director in effectively informing senior-level staff speaking engagements, public appearances and proactive engagements with the media where appropriate.
- Assist in the various MPA Europe online and social media activities, manage website updates and the Twitter account.
- Assist with the preparation and delivery of events, e. g. film screenings in Brussels, events at film festivals like Venice International Film Festival, online events like MPA Film School Fridays
- Support the Communications Director in working together and liaising with the Legal Department.
- Keeping track of activities as per the communications strategy and monitor media on relevant actions.

- Draft, edit and circulate weekly communications updates as well as a monthly report and tracker of activities.
- Participate in relevant expert group meetings to gain knowledge of key topical issues and proactively address specific communication needs.

Core Competencies

- Customer driven work ethic
- Ability to communicate clearly and concisely
- Motivated and passionate team-player
- Tech-savvy: you should have a basic knowledge of Wordpress, Adobe CC and Canva
- Ability to handle high-stress situations and work to deadlines
- Adaptable and flexible to a fast-paced industry
- Creative and innovative thinker
- High command of English (other languages like French or German are a plus)

Requirements

- Communications, Public Relations, Journalism or related disciplines background / studies
- Must possess excellent oral, written and interpersonal communications with strong writing and editorial abilities
- Working knowledge of social media best practices and familiarity with social media platforms
- Working knowledge of Microsoft Office Suite, Adobe CC and CMS most notably Wordpress, media monitoring software and other public relations tools
- Fluent command of spoken and written English; other EU languages desirable

How to apply

Please send a CV and covering letter (to the attention of Ms. Sabine Henssler) to the following email address: emeacommscareers@motionpictures.org

Please include "COMMS" in the subject line.

Deadline: 1 August 2022