

## Job description

### Junior Web Designer/Developer

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The European Heritage Heads Forum (EHHF) is an informal network that brings together the heads of the European state heritage authorities (built heritage, landscapes and archaeology) to share ideas about the management of the historic environment in the 21st century. This leads to the following mission statement: "EHHF is an informal professional and expert network for national heritage heads that provides a forum for information and experience exchange about the management of the historic environment in the 21st century."

Discussion centres on emerging trends, political engagement, European legislation and the scope of international heritage protection and how these affect national properties from Bavarian castles to Italian palazzi. Also research, development, current challenges and the economic future of heritage throughout Europe.

Throughout its 8 years of existence the EHHF has developed a certain code of practice:

- Yearly meeting of EHHF members (heads of the national competent heritage authorities), normally at the end of May.
- EHHF is managed by a troika, chaired by the hosting country and with members from the hosts of the previous and coming year.
- The Forum has one standing committee, the EHLF (European Heritage Legal Forum).
- The EHHF establishes Task Forces to work on specific items or questions.

The permanent EHHF Secretariat, which is based in Brussels and hosted by the Flemish government, is currently looking for a talented intern web-designer that will be in charge of the creation of a new website for the network. This internship represents a great opportunity for the candidate to build a professional website with a European scope.

#### Period

September/October/November 2014

#### Contract

2-month internship (38 hours/week)

*Starting date: flexible*

#### Tasks

- Enhancement of the current EHHF website (design & layout, add content). The website should match the vision and profile of the network. It should be interactive.
- Occasional assistance to the EHHF Secretariat

- Support to the IT team (Agentschap Onroerend Erfgoed)

### **Qualification and Experience**

- Bachelor or Master student specialised in website development/design
- Excellent knowledge of web graphic design (CSS, HTML, PHP, JavaScript, etc.)
- Experience with Drupal content management system would be an asset
- Interest in the cultural heritage policy of Europe

### **Qualities**

Autonomous, attention to detail , creative, artistic ability, good communication skills.

### **Languages**

Dutch or French native speaker with excellent command of written and oral English.

### **Location**

The EHHF Secretariat is hosted by the Flanders Heritage Agency (Agentschap Onroerend Erfgoed):  
Phoenixgebouw, Koning Albert II-laan 19 bus 5, 1210 Brussel

### **Allowance**

- Allowance to be agreed with the candidate
- Free public transport tickets for commuter travel (in Belgium)
- Laptop provided

### **Application procedure**

Applications should be submitted to [secretariat@ehhf.eu](mailto:secretariat@ehhf.eu) at the latest by 31 July 2014, 12:00 (midday). Candidates are invited to apply in English. The application must include the following documents:

- Cover letter
- CV
- Copy of diploma(s) or certificate(s) of education at the required level and transcripts