Vacancy: Intern/Erasmus+ Trainee – International Projects
Malmö Academy of Music, Lund University (Malmö, Sweden)

Duration: 30 January – 30 June 2027 (5 months)
Workload: Full-time traineeship (Erasmus+ eligible)
Application deadline: Applications are reviewed on a rolling basis until filled

About us
Malmö Academy of Music (MAM), part of Lund University, runs an active international portfolio (Erasmus+, Nordplus, bilateral partnerships) and hosts frequent visiting artists, teachers, and student exchanges. You'll join a small, hands-on international team working at the intersection of higher music education, event coordination, and partnership development.

Traineeship focus & key tasks

- Support day-to-day international mobility administration (incoming/outgoing staff, documents, data entry).
- Help coordinate visits, workshops, and events (logistics, schedules, info packs, on-site support).
- Contribute to partner relations (research, contact lists, meeting notes, follow-ups).
- Draft and proofread communication materials (emails, guides, website updates, social posts).
- Assist with statistics, reporting, and simple visuals for presentations.
- Contribute to specific projects (e.g., KA171 international credit mobility, Nordplus network NEXT75, Horizon Europe project Deep Dialogue) based on your interests/skills.

Who we're looking for

- **Current student or recent alumni** (BA/MA/PhD) at a higher education institution **eligible for an Erasmus+ traineeship grant** via your home university.
- Strong English (written and spoken); Swedish/Scandinavian languages is a plus but not required.
- Organised, proactive, and detail-oriented; comfortable juggling multiple tasks and deadlines.
- **International experience** and/or familiarity with mobility programmes (Erasmus+, Nordplus) is an advantage.
- **Background or interest in music / arts** or cultural management is highly desirable.
- Confident with common digital tools (Microsoft, simple spreadsheets, shared drives). Basic design skills (e.g., Canva/PowerPoint) are a plus.

What we offer

- Practical experience in international higher education and arts administration.
- Mentoring and insight into European HE networks (AEC, ANMA, ELIA, etc.).
- Exposure to event management, partnership development, and strategy work.
- A friendly, collaborative work environment on a vibrant arts campus in Malmö.
- Flexible scope to align tasks with your study interests and learning goals.

Funding & practicalities
This traineeship is **financed through the Erasmus+ traineeship grant** from your **home institution** (or as a zero-grant Erasmus+ traineeship, if applicable). We'll provide the necessary documentation (Learning Agreement for Traineeships, host signature, etc.). You are responsible for arranging the grant, insurance, and housing with support from your home university.

How to apply
Email the following to **iveri.kekenadze_gustafsson@eu.lu.se**:

- **CV** (max 2 pages)
- **Motivation letter** (max 1 pages) explaining your fit, availability, and learning goals
  Use the subject line: **"Application – Erasmus+ Trainee (MAM) – [Your Name]"**.

Equal opportunities
Malmö Academy of Music and Lund University are committed to equal opportunities and welcome applications from all qualified candidates. Personal data will be processed in accordance with applicable regulations and used solely for recruitment purposes.