

**Vacancy: Erasmus+ Trainee – International Office**

*Malmö Academy of Music, Lund University (Malmö, Sweden)*

**Duration:** 15 January – 15 June 2026 (5 months, negotiable)

**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 students & 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., NordTrad Network Meeting 2026, KA171 international credit mobility, KA220 on artistic citizenship, internationalisation at home activities) 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/any other Scandinavian language 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 page) 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.