**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Title:** Trainee in Cultural for Sustainable Development.

**Duration:** 12 months

**Organizational Unit**: *Culture Sector*

**Location:** Santiago, Chile

**Supervisor (name, title):** Hector Alejandro VERA MOHORADE, Programme Specialist

**DESCRIPTION OF THE TRAINEESHIP**

*The Culture Sector in UNESCO Santiago aims to promote the culture as a driver of sustainable development, in line with the 2030 Agenda. Our work covers the protection and promotion of cultural heritage, promotion of cultural diversity and the promotion of cultural and creative industries.*

*We collaborate with the State of Chile providing technical assistance in issues of heritage preservation, language revitalization, promotion of creative ecosystems, and the strengthening of artistic education.*

*We play a leadership and support role in public policies, generation of collaborative alliances and capacity building, based on UNESCO instruments and regulatory frameworks on culture.*

*Within this context, the traineeship will contribute to the following duties and tasks:*

* *Contribute to the search, identification, analysis, and systematization of methodologies, resources, and comparative experience in cultural heritage management with emphasis on risk management in museums and heritage sites.*
* *Support the development of different knowledge products (reports, policy briefs, PPT presentations, blog articles) that account for trends in cultural policies in Chile and the LAC region.*
* *Assist in the organization of events developed by the cultural sector, including the publication on Intangible Heritage and Education, the closure activity of the HEF project in Valparaíso, and the finalization of the project on the digitization and preservation of photographic, audiovisual, and sound archives from the National Library from the dictatorship period.*
* *Gather qualitative and quantitative information of public policy documents, bibliographic reviews of academic literature, analysis of national planning instruments and regulatory frameworks, to contribute to expand the debate and knowledge around Culture for Sustainable Development.*

**REQUIRED QUALIFICATIONS**

**Education:** *University degree in related fields.*

**Experience (if any):** Social sciences, Public Policy, Cultural Studies, cultural management.

**Language skills:** *Excellent knowledge of English or Spanish and good knowledge of the other language.*

**Competencies and skills:**

* *Good organizational and project design skills*
* *Ability to analyze, synthesize, compare, and systematize documentary material of different types (public policy documents, academic articles, research reports, etc.)*
* *Excellent (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner.*
* *Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment.*
* *Excellent knowledge of MS Office Suite (Word, Excel, PowerPoint, etc.).*

**LEARNING OBJECTIVES**

* *Develop a comprehensive knowledge to the cultural heritage management methodologies and resources.*
* *To deepen knowledge of successful risk management practices in museums and heritage sites.*
* *Acquire and apply systematic knowledge of Cultural Indicators for Sustainable Development.*
* *To put into practice analytical skills to research and systematize information that contribute to the monitoring of trends in cultural policies.*
* *To learn about the role of a UNESCO Regional Office, its work dynamics and the relationship with headquarters and other UNESCO offices and institutes.*
* *Acquire greater independence in their work, progressively assuming responsibilities for analysis and technical development, as well as interaction with colleagues inside and outside the Office.*

**ADDITIONAL INFORMATION**

*<http://www.unesco.org/es/fieldoffice/santiago>*