

Internship Opportunity: Event Coordination Intern

Location: Luxembourg

Employer: Ministry of Education in Luxembourg, Service SCRIPT, Data Division (<https://script.lu/en/script/divisions>)

Duration: Flexible start date, 4 to 6 months before April 2027 (full-time or part-time)

Short Description: We are seeking a motivated and detail-oriented intern to join our team in Luxembourg. This is a unique opportunity to gain hands-on experience in the organization of an international (OECD) event scheduled for end of March 2027.

Responsibilities:

- Act as the primary point of contact for stakeholders, fostering clear communication and effective collaboration.
- Oversee the administrative and logistical coordination of the event, ensuring all elements align with strategic objectives.
- Lead communications with service providers, including caterers, technical teams, and other vendors.
- Strategically plan and manage guided visits, event agendas, and related activities.
- Supervise logistical operations, including the production of materials such as printed documents, badges, and event agendas.

Requirements:

- Currently pursuing a Bachelor's or Master's degree (candidates who have completed their Master's degree or will complete their Master's degree within the period of the internship are not eligible).
- Must be an EU citizen.
- High level working proficiency in English and working proficiency in French; knowledge of German and/or Luxembourgish is a plus.
- Demonstrated previous experience with organising events (for example, student associations, university clubs, community groups, sports teams, cultural festivals, academic conferences, charity fundraisers, etc.).
- Excellent organizational skills and attention to detail.
- Strong client orientation and interpersonal skills.
- Ability to work independently and as part of a team.
- Skills in design and formatting are a plus.

What We Offer:

- A dynamic and supportive work environment.
- Valuable experience in event management and coordination.
- The opportunity to work on a high-profile international event.
- An attractive remuneration package.

If you are enthusiastic about event planning and eager to learn, we are looking forward to hear from you!

How to Apply: Please send your resume and a cover letter to stagiaire-data@script.lu before **01 April 2026** indicating **PGB internship** in the subject line.