



# COMMUNICATIONS AND MEDIA INTERN AT THE OFFICE OF DENMARK'S TECH AMBASSADOR IN SILICON VALLEY

**Do you want to help place Denmark at the forefront of the global debate on the consequences of technology for society and foreign policy? The Danish Tech Representation in Silicon Valley is looking for a creative and innovative communications and media intern for the fall semester 2023. You will be part of the Tech Ambassador's team in one of the leading technological epicenters of the world.**

## **About the Office of Denmark's Tech Ambassador**

With a physical presence in Silicon Valley, Copenhagen and Beijing the Tech Ambassador of Denmark and the surrounding global team contribute to rethinking the classical way of conducting diplomacy. As a first-mover Denmark and the TechPlomacy initiative has attracted a large amount of national as well as international attention.

In February 2021 the Danish Ministry of Foreign Affairs launched the "Strategy for Denmark's technological diplomacy 2021-2023" which works to ensure and promote a democratic, safe and societally responsible technological development. Following the launch of the strategy, Denmark established the initiative "Tech for Democracy", that works to bring together global stakeholders, states and private individuals, to ensure a technological development that supports democracy instead of undermining it.

The Tech Representation's location in Silicon Valley provides a unique access to one of the world's most dynamic and innovative ecosystems. You will get the opportunity to get close to some of the world's most prominent tech companies, think tanks, elite universities and representations of other influential countries. In addition, you will have the opportunity to delve into the political agenda surrounding the transformative influence of technology and digitization on Denmark and the international community.



## Assignments

As a communications and media intern you will become a fully integrated part of the team and the daily life at the office. Your special focus will be to raise awareness of Denmark's tech diplomacy, including the strategy and you will further shape the international agenda in the field of technology through increased visibility and quality of the Representation's communication. An important task is to spread awareness of Denmark as one of the world's most digitized countries. Conducting *public diplomacy* is a strategic priority, which is why your contribution is of great importance to the work of the Representation. Our target groups are both Danish and international and it is therefore a great advantage if you have insight and understanding of the act of communicating to several different target groups. Simultaneously you will as part of the team carry out a number of tasks of a practical nature in order to ensure that the Tech Representation operates professionally at the highest level.

In relation to your internship, you will thus gain insight into an innovative Danish Representation as well as receive the opportunity to try out many of the communication field's tools and your assignments will among other things be to:

- Contribute to the production of graphic material as well as video material for use on the Representation's digital platforms including Twitter, LinkedIn as well as our website.
- Contribute to the Tech Representation's work with implementing the measures in "Strategy for Denmark's technological diplomacy 2021-2023"
- Assist with the cultivation and maintenance of the Silicon Valley network through participation in events and meetings with the world's leading tech companies, international organizations and university environments
- Contribute to specific TechPlomacy projects with idea development, planning and execution
- Assist with handling press as well as other external inquiries and ongoing media monitoring
- Assist with and prepare incoming and outgoing visits including ministerial visits as well as the Tech Representation's international consultations
- Contribute to research and create input and drafts for *mission reports* which are an important part of the foreign service's work
- Answer inquiries and assist with the preparation of internal and external meetings

## You will during the internship:

- Develop your mediation skills and your abilities within production of content and graphics for use in a political organization
- Gain experience within strategic and political communication and receive rich opportunity to improve your communicative abilities and test your production skills
- Work closely with the Tech Ambassador and the rest of the team which is distributed in Silicon Valley and Copenhagen
- Become a fully integrated part of the team and get very close to both the organizational and mission specific work.
- Gain an understanding of the Ministry of Foreign Affairs and the work processes in the foreign service
- Obtain insight into foreign and security policy priorities
- Gain a greater knowledge of technology and its societal implications
- Receive the opportunity to visit and establish contacts within tech companies, political institutions and organizations in Silicon Valley



- Have a permanent mentor assigned to offer you guidance during your internship.

## The good applicant

The good applicant must be a skilled communicator both in writing, graphically and via SoMe and visual media. The applicant must be able to communicate complex messages in both English and Danish and target these to the relevant audiences. The good applicant is practical; great emphasis is thus placed on the craftsmanship itself – i.e. the production of communication material. Characteristics such as creativity, curiosity and initiative are furthermore considered a plus. We are an agile unit, and it is therefore of great importance that you are able to actively contribute with ideas and effectively execute on these. This does not mean you have to be a software engineer to apply for the internship. In-depth technical knowledge of e.g. blockchain, artificial intelligence and coding is not a prerequisite – as long as you have a strong interest in politics, communication and the all-encompassing impact of technology on society as well as a great motivation to learn more about this. The good applicant will approach the assignments with creativity, courage and structure, as well as be ready to attend early morning meetings with Danish stakeholders. We invite everyone, regardless of background, to apply for the internship but the position of communications and media intern is particularly aimed at students with competences within the journalistic, communicative and media-oriented field.

## Terms and practical information

This is an educational internship. The internship must contribute to the student's education and will be organized in a way which ensures credit transfer, provided this is allowed by the student's educational institution. As part of the internship, there will be an opportunity for the intern to immerse in a topic related to a larger assignment, e.g. an internship report. Obligations at the intern's educational institution will also be taken into account including time allocated for writing assignments.

The weekly working hours are set to 40 hours incl. lunch breaks. 12.5 vacation days are given for the duration of the internship. The representation can grant an additional 5 days for relevant academic projects, upon individual evaluation. **The duration of the internship runs from August 1<sup>st</sup> 2023 to January 31<sup>st</sup> 2024.**

Interns are offered reimbursement of expenses related to the internship in an amount up to DKK 4.000 per month. Apart from this the internship is self-financed. Based on prior experience, it is possible to cover parts of the expenses with study grants. Accommodation is not offered but interns can benefit from the experience of previous interns to find accommodation.

Security clearance is a prerequisite for officially being offered the internship. The security clearance process will be initiated by the representation as the last stage of the application process.

## Who is eligible for the internship?

The intern can either be Danish or a foreign citizen enrolled at a Danish institution of higher education. Danish citizens who are enrolled at a foreign institution of higher education are also eligible for an internship. It is a prerequisite that the intern remains enrolled at an institution of higher education during the duration of the internship. An intern who already holds an academic degree at master's level must be enrolled in a master's degree in Denmark in order to be considered.



## Application

Send a one-page motivated application containing a brief description of your academic and professional background, personal skills and interests as well as motivation for applying for the internship. Attach a CV as well as relevant exam papers, recommendations and preferably examples of previous productions of a graphic or cinematic nature you may have assisted with in the past. Write "Communications and media intern - TechPlomacy" in the subject line. Please send the application and the relevant documentation by e-mail to [techamb@um.dk](mailto:techamb@um.dk) in a single PDF-file.

**Application deadline:** February 28<sup>th</sup> 2023

Questions can be directed to Communications Advisor Mathias De Luca Piccin, at [matpic@um.dk](mailto:matpic@um.dk).

Applicants who are invited to an interview will be notified as soon as possible after the application deadline.