



Dear candidate,

Thank you for taking an interest in our internship programme for the British Council Cluj Centre! Here is what you need to know:

1. What you would be doing

- Arranging books and DVDs on the shelves in the library, according to domain and call number
- Helping customers and/or BC staff find materials in the library and in the catalogue
- Cataloguing and discarding materials
- Research
- Organizing events
- Interacting with library customers
- Holding Library tours
- Others

2. What we are looking for in a candidate

- Attention to detail
- Organizing skills
- Punctuality
- Communication skills
- Enthusiasm
- Flexibility
- Fluency in both English and Romanian
- Teamwork
- Computer skills

3. How to apply

Please send a CV and a letter of motivation to bc.cluj@britishcouncil.ro until 30 October 2013.

For further information, please contact us at 0264 594408 or at bc.cluj@britishcouncil.ro.