

# Internships at the Goethe-Institute Montreal

## (Language Department)

### 1. Profile of an intern in the language department

-The ideal intern should be:

- trilingual (German, French, English), all three languages at least Goethe-*Mittelstufen*-("advanced" or comparable) level of proficiency
- between 20 and 30 years old
- computer literate (Internet, Outlook/Eudora, Word, Excel, Access)
- flexible (especially concerning working hours)
- punctual and reliable
- friendly and cooperative
- prepared to stay for 8 weeks minimum, 4 days a week, 8 hours a day

### 2. Profile of the internship in the language department

-The intern will:

- learn about all departments of the institute by scheduling meetings with all department heads
- attend informational meetings of the language department and plenary meetings of the entire staff
- help prepare and attend teachers' meetings and conferences held at the Goethe-Institute
- learn about organizational matters concerning teachers associations
- learn about issues concerning pedagogical development and consultation
- learn about the inner workings of a world-wide institution including financial, bookkeeping, managerial and other matters
- learn about and participate in our cooperation with the ministry of education
- be able to attend classes given in the institute and (if qualified and interested) do some student teaching
- accompany and assist members of the department for events held in Ottawa and/or Quebec
- help prepare and attend artists' readings and lectures by visiting presenters and/or members of the institute
- assist in a variety of departmental, administrative and organizational matters

**For more information, please contact:**

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