

TRAINEESHIPS AT THE TRANSLATION SERVICE OF THE EUROPEAN PARLIAMENT: **APPLY IN NOVEMBER!**

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Slovenski prevajalski oddelek



TRANSLATION AT THE EUROPEAN PARLIAMENT

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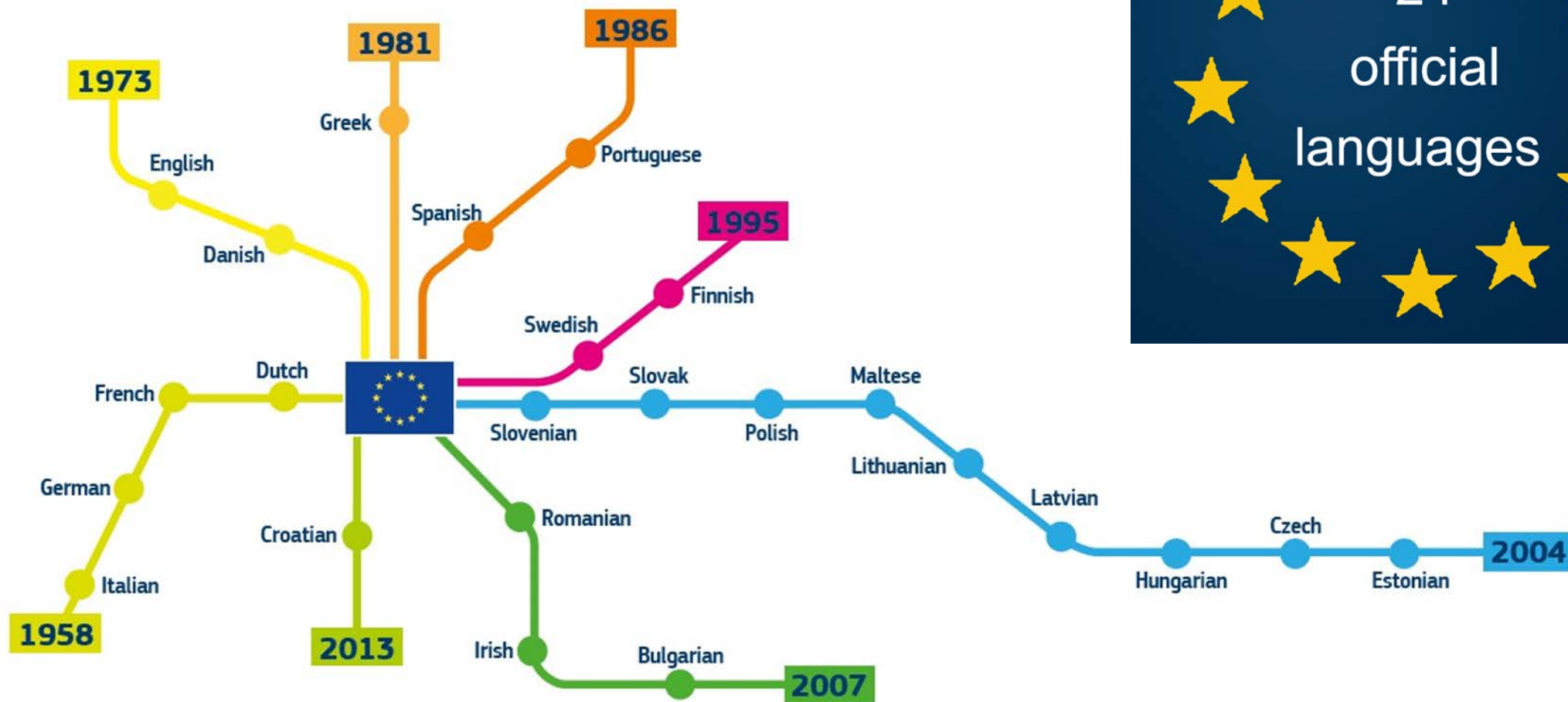


- A global leader in translation
 - **1200** staff: **620** translators and intercultural and language professionals
 - **24 language units**
- Located in Luxembourg (and Brussels)



EU OFFICIAL LANGUAGES SINCE 1958...

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TRANSLATION: FOR WHOM?

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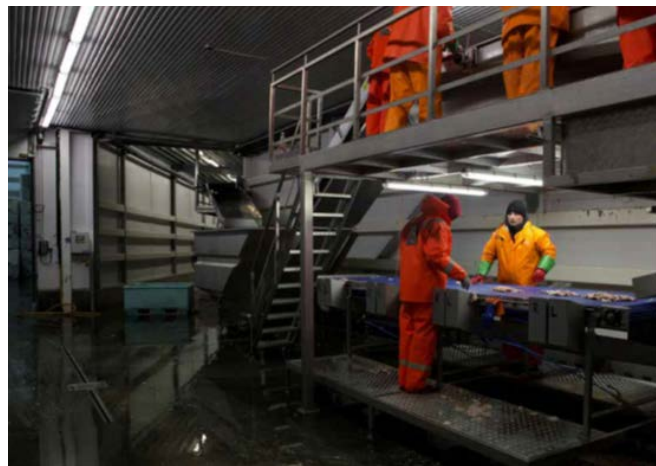
For the MEP we elect every 5 years



TRANSLATION: FOR WHOM?

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For all the citizens of the EU



WHAT KIND OF TRAINEESHIPS DO WE OFFER?

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- Translation
- Communication
- IT tools
- Administration
- Terminology
- Editing and proofreading
- Audio podcasting
- Subtitling and voice-over



WHAT IS IT LIKE TO BE A SCHUMAN TRAINEE?

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WHAT IS IT LIKE TO BE A SCHUMAN TRAINEE?

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- Fast-paced environment to work in;
- At the forefront of Machine Translation and AI development in the language industry;
- Gain training in translation software, e.g. Studio, Cad4Trad;
- Translators are also **intercultural language professionals** whose work encompasses a whole range of communication-type work, e.g. subtitling, preparing and recording audio podcasts and producing communication products in clear language;
- Mentoring from experts in the field;
- Diverse content.



WORKSHOPS AND LEARNING OPPORTUNITIES

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OCTOBER

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
				1	2	3
				9:00 - 10h Delivery of PC credentials and passwords (SCH, 1st floor) 15h - 16:30 Welcome by DG TRAD (Hemicycle)		
4	5	6	7	8	9	10
10h - 14:30 Welcome by DG PERS (online)	9:30 - 15:30 Welcome by DG PERS (online)		10h - 12h Studio - Introduction - Theory (online)	10h - 12h Welcome to the Tower of Babel (Hemicycle)		
11	12	13	14	15	16	17
	10:00-11:00 Presentation on the Editing Service (Clear Language and Editing Unit) (online) 15:00 - 16:30 - Terminology Briefing (TermCoord) (online)	9h - 12h30 Studio - Module 2 (SCH 02A001) Group 1 13h30 - 17h30 Studio - Module 2 (SCH 02A001) Group 2	9h - 12h30 Studio - Module 2 (SCH 02A001) Group 4 13h30 - 17h30 Studio - Module 2 (SCH 02A001) Group 3	14h30 - 17h30 Studio - Module 2 (SCH 02A001) Group 5		
18	19	20	21	22	23	24
11:00 - 12:00 - IATE Training 1st part (TermCoord) (Hemicycle) 15:00 - 16:30 - IATE Training 2nd part (TermCoord) (Hemicycle)		15:00-16:00 Speech-to-Text Unit presentation (online)	15:00-16:00 Audio and Podcast Unit presentation (online)			
25	26	27	28	29	30	31
	14:00-16:00 Audio and Podcast Unit Workshop - How to edit with Audacity (EN) (Audrey) (online) *Max 10 participants	14:00-16:00 Audio and Podcast Unit Workshop - How to edit with Audacity (in EN) (Violaine) (online) *Max 10 participants				

- Opportunity to develop a project in Terminology
- Workshops and training with My House of European History and Audio and Podcast Unit
- Training on IATE (Interactive Terminology for Europe)
- Insight into the Editing Service
- Introduction to EU careers
- Visits to other institutions: Court of Justice, EC translation service...
- Visit to Brussels and Strasbourg and meet MEPs (if health situation allows)

WHAT ARE WE LOOKING FOR?

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- Innovative ideas and fresh blood – enthusiasm;
- Very good writing skills;
- Perfect command of mother tongue;
- Updates on our language's evolution;
- Cooperation when discussing translation solutions;
- Motivation, curiosity and willingness to learn;
- Flexibility and adaptability;
- Good IT skills.



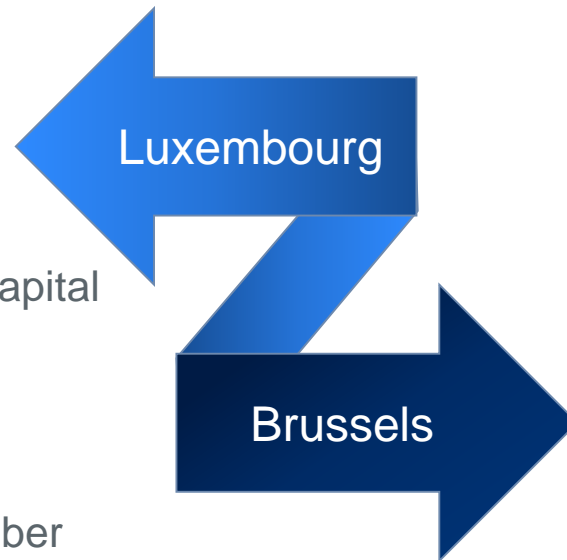
WHAT IS A TRAINEESHIP LIKE...

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In Luxembourg...

- Salary 1,372
- Based in a metropolitan international capital city
- At the heart of the EU institutions
- 112 EP trainees from 27 different Member States
- Networking opportunities
- Free public transport



In Brussels...

- Salary 1,372
- Based in a metropolitan international capital city
- At the heart of the EU institutions
- 260 EP trainees from 27 different Member States
- Networking opportunities

MOST OF OUR TRAINEESHIP POSITIONS ARE IN LUXEMBOURG

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<https://www.youtube.com/watch?v=UKqH4FG3z6A>

WHAT HAVE CURRENT TRAINEES GOT TO SAY ABOUT IT?

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"When the training wheels come off after university, and you feel the time for learning is over, there are a handful of opportunities where you can keep making the most of your youth and education. The Schuman traineeship is one of these. Every day is filled with a sense of discovery that allows you to expand your horizons. You get the chance to meet other likeminded people. You come to realize that Europe is a continental village full of possibilities."

Andrei-Mircea David,
trainee,
Romanian Translation Unit (DG
TRAD)



"A Schuman traineeship is a chance for me to combine my passion for languages and translation. I consider myself incredibly fortunate to have the opportunity to work, learn and grow as a young professional under the guidance of expert translators, all within one of the core pillars of Europe's fundamental legislative structure. Playing a part in the Parliament's multilingualism policy has been an enriching, fruitful learning experience, and is something I am proud to call my greatest achievement to date."

Emily Staunton,
trainee,
Irish Translation Unit (DG TRAD)



WHAT HAVE FORMER TRAINEES GOT TO SAY ABOUT IT?

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WHO CAN APPLY? APPLICANTS MUST:

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- Be 18 +;
- Be nationals of a **EU Member State** or an accession/candidate country;
- Hold a **university level diploma** in **ANY subject**;
- Have a perfect command of **1 of the EU official languages** and a thorough knowledge of one or **2 other EU languages** (check the traineeship conditions);
- Not have worked for more than two consecutive months within an EU institution or body;
- Not have carried out a Study Visit in the Secretariat of the European Parliament six months prior to the beginning of the traineeship.



What should a good CV and cover letter look like?

- No spelling mistakes;
- Drafted in the language you will be translating into (check the requirements in the offer);
- Explain why you are interested in a traineeship in the EP and what you expect from it;
- Explain what you bring to the role;
- Be honest, be creative, be you!



WHEN TO APPLY?

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For the **October-February** traineeship:

Apply in **June**
(1-30 June)

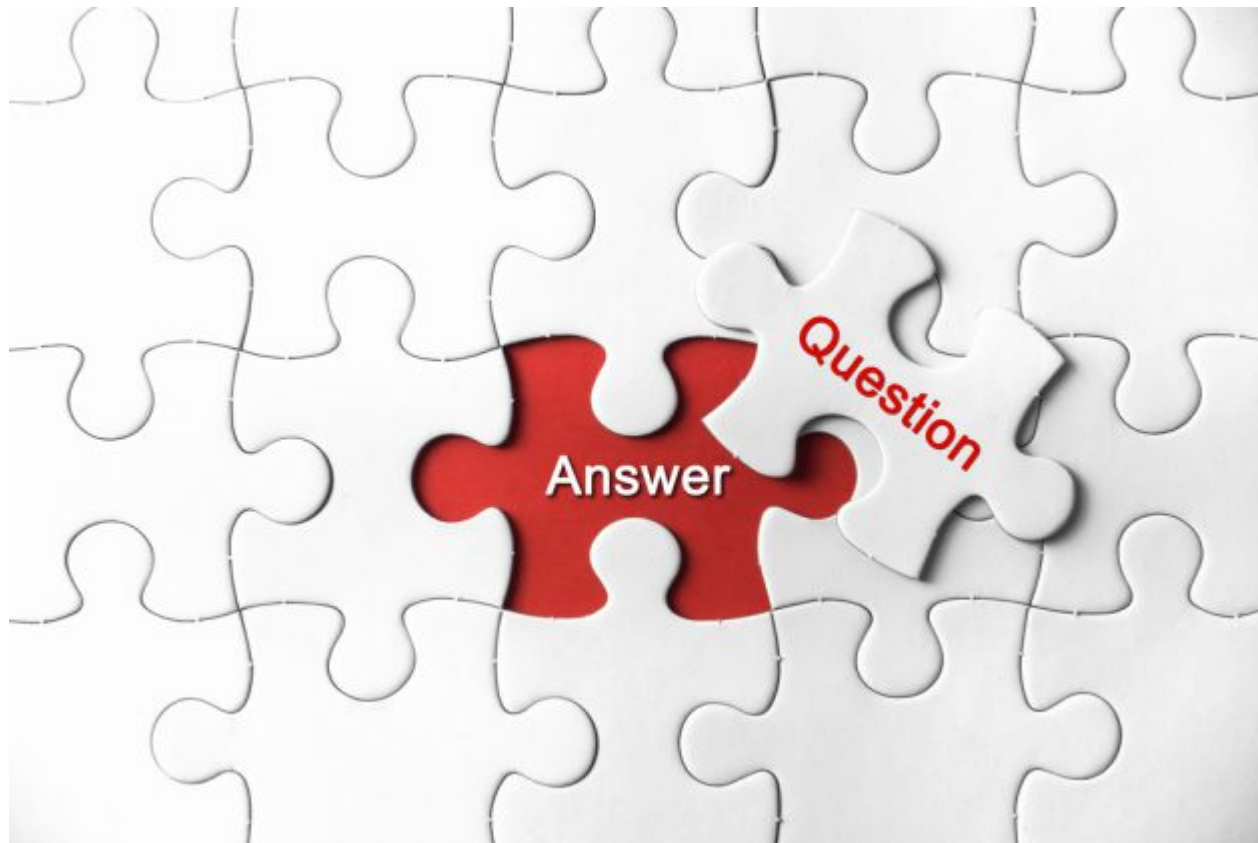
For the **March-July** traineeship:

Apply in **November**
(1-30 November)

- Scan this **QR Code** or go on the **link** to apply:



<https://ep-stages.gestmax.eu>





www.europarl.europa.eu

<https://www.europarl.europa.eu/translation/en/introduction>



<https://www.facebook.com/EPtranslationandlanguageprofessionals>

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