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# Maps & Plans Intern

## Job information

Division / Unit: Operations / Event Overlay Production

Contract type: Fixed Term

Start date: 20.11.2023

End date: 07.06.2024

Activity rate: 80%

Location: Nyon

## Main goal

The Maps & Plans team produces internal and public documentation for all UEFA's on-site event operations, including maps and plans of the venues, host cities and "last kilometre".

The Maps & Plans Intern will assist the team on various task relating to club competition finals, EURO 2024 and other UEFA events, working closely with the rest of the Maps & Plan team to ensure seamless operations.

## Key responsibilities

- Collecting, compiling and meticulously reviewing briefings received from various internal competence centres
- Sharing reviewed briefings with designers in a timely and consistent manner
- Performing thorough reviews of maps, ensuring accuracy, completeness and consistency
- Assisting in clearly and systematically documenting briefings and different versions of maps

## Profile

Experience required:

- Experience working in an international work environment

Education:

- Technical Diploma qualification in technical drawing or design would be a plus

Languages:

- English / Proficient

Additional requirements:

- Adobe Creative Suite / Advanced
- CAD (AutoCad) / Intermediate
- MS Office / Advanced



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- Extremely detail-oriented, with drive for precision and accuracy
  - Excellent organisational skills to manage multiple tasks, prioritise effectively and meet deadlines without compromising quality
  - Strong communication skills to interact with competence centres, designers and team members to gather and share information effectively
  - Ability to work both independently and collaboratively in a team environment
  - Proactive problem-solving attitude with a focus on continuously improving processes and workflows
  - Familiarity with map-related terminology is a plus
  - Knowledge of German is a plus

