

ANNEX III - APPLICATION FOR PARTICIPATION: GLOBAL TRAINING PROGRAMME – INTERNSHIP INFORMATION*

**This form must be completed in full without modifying or altering the provided text. Any changes to the template will render the application invalid.*

INTERNSHIP REFERENCE: (Please include the same code or reference number in the file name as that used to identify the internship in Annex IV) REFERENCIA: EHU27

CORPORATE INFORMATION		
Name of company/organisation		NYC SALT INC
Tax ID number		26-2502577
Contact person		Xavier Achurra
Legal representative		Alicia Hansen
Location	Country	United States of America
	City	New York City
	Address	127 West 26th Street, Suite 1201 – New York, NY 10001
Sector		Nonprofit / Arts, Photography, Education
Total number of internships offered at this site for Global Training 2025 (according to the Programme Rules, companies or organisations may offer a maximum of 5 internships per site)		2

INTERNSHIP INFORMATION	
Number of interns to be hosted	2
Type of visa or permit required for the internship, in accordance with current legislation	J-1
Department (If more than one intern is being requested, specify the department for each individual)	Intern 1: Department of Communication, Design and Marketing Studies: Advertising, Audiovisual Communication, Marketing, Graphic Design, Communications Intern 2: Department of Communication, Design and Marketing Studies: Photography / Film / Media Studies, Audiovisual Communication, Marketing, Graphic Design, Communications, Art History, Advertising
Description of the project/activities (If more than one intern is being requested, specify the project/activities for each individual)	<p>Intern 1: Expected to work for NYC Salt 40 hours a week</p> <ul style="list-style-type: none"> -Design and develop content for social media, newsletters, and our website -Assist in building and implementing a content calendar strategy -Create visual assets and templates for CRM (newsletters, email blasts, etc.) -Help maintain and update the website with new content and visual branding -Support outreach for brand partnerships and collaborations -Help coordinate and support NYC Salt events including exhibitions, print sales, and photowalks -Contribute to the rollout of our new brand strategy -Assist with blog posts and copywriting for communications materials <p>Intern 2: Expected to work for NYC Salt 40 hours a week</p> <ul style="list-style-type: none"> - Capture and edit photo and video content for campaigns, events, and social media - Publish content across NYC Salt's platforms (Instagram, Facebook, LinkedIn, etc.) - Co-produce visual assets for ongoing projects and new initiatives - Help document student stories, behind-the-scenes moments, and workshops - Collaborate on creative planning for new content ideas and campaigns - Assist in shaping and executing NYC Salt's evolving visual identity - Contribute to blog posts, captions, and short-form copy tied to visual work

<p>Activity schedule</p>	<p>The internship is a full-time position, requiring a commitment of 40 hours per week, Monday through Friday.</p> <p>Both interns will be working onsite at the NYC Salt Studio from 10:00 AM to 6:00 PM.</p> <p>We also ask interns to be available to collaborate during select evenings and weekends for program-related activities such as classes, events, photowalks, studio visits, and private visits to galleries and museums.</p>
<p>Internship supervisor (according to the Programme Rules, a maximum of 2 internships may be supervised by the same individual)</p>	<p>Xavier Achurra</p>

REQUIRED COMPETENCIES FOR THE ROLE	
<p>Information on the desired profiles</p> <p>(Education, previous experience, languages, other skills, etc.)</p>	<div> <div> <p>INTERN 1:</p> <p>English (advanced: written and spoken) Technical & Creative Skills:</p> <ul style="list-style-type: none"> - Adobe Creative Suite: InDesign, Photoshop, Lightroom Classic, Premiere Pro + Canva - Familiarity with: Mailchimp, MyEmma, etc. - Experience creating and executing content calendars - Designing digital and print materials (newsletters, social media graphics, event flyers, etc.) - Updating website content and templates - Understanding of branding and visual identity - Basic knowledge of CRM tools - (Familiarity with camera equipment is a plus) <p>Professional Qualities:</p> <ul style="list-style-type: none"> - Great soft skills - Reliable and responsible - Proactive, self-motivated, and organized - Willing to learn and grow in a fast-paced, creative environment - Able to manage multiple projects and deadlines - Strong organizational and time-management skills - Comfortable interacting with a wide range of people. <p>Any previous professional or volunteer experience related to: Marketing, Event planning, Design or visual communications, Content strategy, Brand partnerships</p> </div> <div> <p>INTERN 2:</p> <p>English (advanced: written and spoken) Technical & Creative Skills:</p> <ul style="list-style-type: none"> - Adobe Creative Suite: InDesign, Photoshop, Lightroom Classic, Premiere Pro + Canva - Experience using DSLR or mirrorless cameras (required) - Ability to capture both photo and video content - Knowledge of lighting techniques - Strong storytelling and visual composition skills - Proficiency in video editing software - Familiarity with publishing content across social media platforms (Instagram, Facebook, LinkedIn, etc) - Experience supporting or co-producing creative content - Able to contribute to the development of NYC Salt's brand <p>Professional Qualities:</p> <ul style="list-style-type: none"> - Creative, hands-on, and highly proactive - Great soft skills - Reliable and responsible - Willing to learn and grow in a fast-paced, creative environment - Able to manage multiple projects and deadlines - Strong organizational and time-management skills <p>Any previous professional or volunteer experience related to: Marketing, Event planning, Design or visual communications, Content strategy, Brand partnerships</p> </div> </div>
<p>Comments</p>	

PRE-AGREEMENT ON INTERSHIP EXTENSION

The company/organisation declares its commitment to extend the intern's stay under the Global Training programme for:

☐ __ months.

☐ No Extension.

This extension is conditional upon the normal and satisfactory completion of the initial 6-month funded internship period. During the extended period, the insurance cost will be covered by the company/organisation. The monthly allowance may not be less than €1,000.

MONTHLY ALLOWANCE DURING EXTENSION:

☐ Same as the programme allowance (€1,635)

☐ _____ € (must not be less than €1,000)

☐ No Extension.

STATUTORY DECLARATION:


The applying company or organisation declares that:

☐ All information provided in this document is true and accurate.

☐ No more than 5 internships are being offered at this site under Global Training 2025 and no more than 2 per supervisor.

☐ Where a visa or other permit is essential for the intern's stay in the host country, all relevant legal requirements are met.

☐ In the case of signing the extension pre-agreement, the company will provide supporting documentation confirming the extension (e.g. internship contract or similar). If unable to honour this commitment due to unforeseen circumstances, a report will be submitted detailing the reasons and providing the necessary justification.

COMPANY/ORGANISATION	SIGNATURE	DATE
Legal representative		

REMARKS: