

Forum 2000 – Cooperation Offer

PAID POSITIONS

Host/Hostess

Hosts and hostesses assist the foundation's team with organization and help delegates and other guests directly at the conference venue. This position includes the period around the conference, which will be held this year from October 12–14.

Job description:

- Providing information about the conference, the foundation, and the venue
- Visitor registration
- Monitoring halls where the conference takes place
- Distributing microphones, etc.

Requirements:

- Responsibility and flexibility
- Willingness to learn
- Very good command of English (other languages are an advantage)

We offer:

- Meaningful work in the inspiring environment of an international conference
- The opportunity to meet prominent figures from around the world
- The potential for long-term collaboration on other foundation projects
- Valuable experience organizing a prestigious event
- Adequate financial compensation

If you are interested in this position, please send your CV as soon as possible to hr@forum2000.cz

VOLUNTEER POSITIONS

Reporter

We are looking for reliable and proactive individuals interested in political science, international relations, civil society, and journalism to help report on conference panels. This includes summarizing speeches by panel delegates, editing, and formatting texts. The position covers the period around the annual conference (October 12–14).

Requirements:

- Native/excellent level of English
- Proficiency in text editing and writing
- Responsibility and ability to meet deadlines, attention to detail
- A background or experience in journalism is an advantage

We offer:

- The opportunity to work with an internationally respected foundation
- The chance to contribute to a globally recognized project
- Valuable experience in writing about international events
- Meaningful work in a young team with a friendly atmosphere
- The chance to use and develop your writing and language skills
- A letter of recommendation

If you are interested in this position, please send your CV and a short cover letter as soon as possible to hr@forum2000.cz

Evaluator

We are looking for enthusiastic and articulate individuals with a strong interest in political science, international relations, civil society, or journalism to join our evaluation team during our annual conference (October 12–14). As an Evaluator, you will be responsible for conducting short interviews with selected participants. You will play a key role in collecting insights and feedback that help us improve the quality and impact of our event.

Requirements:

- Native/excellent level of English
- Strong communication and interpersonal skills
- Confidence in conducting short, semi-structured interviews
- Professional appearance and demeanor
- Reliability and punctuality

We offer:

- Opportunity to be part of a major international conference
- Direct engagement with experts, speakers, and participants
- Valuable experience in interviewing and evaluation techniques
- Networking opportunities in an intellectually vibrant environment
- A letter of recommendation

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Organizational Team Assistant

Assistants are an integral part of the foundation's team. They help with the organization before, during, and after the conference. Availability during the entire event is not required. Specific tasks and schedules will be arranged individually.

Job description:

- Helping with assembling and distributing materials, or
- Attending selected discussion panels and providing feedback, or
- Cooperating with the foundation team to handle any issues or unexpected situations

Requirements:

- Interest in contributing to the organization of Forum 2000
- Good knowledge of English

We offer:

- Plenty of behind-the-scenes experience with organizing international projects
- The chance to meet prominent figures from around the world
- Flexible shifts according to agreement
- Meaningful work in a young team with a friendly atmosphere
- A letter of recommendation

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