

## ERASMUS internships offer by the consortium EDUCA

### Cultural Management in CENTRO CHECO MADRID

<b>EMPLOYER INFORMATION</b>	
<b>Receiving organization (name, address)</b>	Centro Checo Madrid, Avda. Pío XII, 22-24. 28016 Madrid, Spain
<b>Short Description of the organization/company</b>	<p>The Czech Centre's mission is to actively promote the Czech Republic by showcasing Czech culture in Spain. Its programme covers visual and performing arts, film, literature, music, architecture, design and fashion. As well as hosting its own events, the Czech Centre offers support for other groups organising Czech related initiatives in Spain.</p> <p>The centre also seeks to further enhance cultural relationships between Spain and the Czech Republic through curatorial visits, media tours and artistic residencies; helping to generate creative dialogue among artists, scholars and cultural activists from both countries.</p>
<b>Contact</b>	educaops@gmail.com

<b>PLACEMENT INFORMATION</b>	
<b>City, State</b>	Madrid, Spain
<b>Description of activities the student will be involved in</b>	<ul style="list-style-type: none"> <li>• Taking part in organisation of cultural events</li> <li>• Assistance with daily administrative tasks</li> <li>• Translations from Spanish to Czech</li> </ul> <p>And with relevant skills and knowledge also:</p> <ul style="list-style-type: none"> <li>• Work with social media</li> <li>• Taking part in the production, PR and marketing agenda of the Czech Centre Madrid</li> <li>• In-depth work on a specific project of own choice or a project presented to us by the intern</li> </ul>
<b>Department / Function</b>	Trainee in cultural management
<b>Duration</b>	3 - 9 months
<b>Working Hours/Weekly Hours</b>	Full time
<b>Help with finding Accommodation or any other Contributions or help from the organization</b>	Contribution to city transport
<b>Other</b>	no

<b>REQUIREMENTS</b>	
<b>Trainee</b>	Student, graduate
<b>Computer skills</b>	user
<b>Oral and written language skills</b>	Min. B2
<b>Drivers license</b>	no
<b>Other requirements</b>	

<b>Work areas</b>	<ul style="list-style-type: none"><li>• Administration</li><li>• Organisation</li><li>• Translation</li><li>• Social Media</li><li>• Production</li><li>• PR and Marketing</li></ul>
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Experience of our participants are found on our website [www.educaops.eu](http://www.educaops.eu)  
For more information don't hesitate to contact your Erasmus coordinator or Educa o.p.s.