

Erasmus Student Work Placement in Spain

EMPLOYER INFORMATION	
Name of organisation	CONSERVATORIO SUPERIOR DE MÚSICA DE VIGO
Address inc post code	C/MANUEL OLIVIÉ 23 – CP 36212 – VIGO (SPAIN)
Telephone	+34 986 – 47 11 44
Fax	+34 986- 48 18 07
E-mail	erasmus@conservatoriosuperiorvigo.com
Website	www.conservatoriosuperiorvigo.com
Number of employees	70
Short description of the company	Higher educational center for music
CONTACT DETAILS	
Contact person for this placement	JOSE LUIS FERNANDEZ
Department and designation, job title	INTERNATIONAL OFFICE COORDINATOR
Direct telephone number	
E-mail address	jlfernandez@edu.xunta.es
APPLICATION PROCEDURE	
Who to apply to (including contact details)	INTERNATIONAL OFFICE
Deadline for applications	NO DEADLINE
Application process	APPLICANTS SHOULD INCLUDE A CV AND A LETTER OF INTEREST
Please provide as much information on the placement as possible – too much information is better than not enough!	
PLACEMENT INFORMATION	
Department, Function	TIC Department – TRANSLATION ASSISTANT Undergraduated or postgraduated students with a good knowledge concerning archival and modern technologies
Location	CONSERVATORIO SUPERIOR DE MUSICA DE VIGO (SPAIN)
Start Date	ANY
Duration	3 MONTHS OR MORE
Working hours per week	25-30
Description of activities,tasks	TRANSLATION OF INSTITUTIONAL WEB CONTENT - SPANISH-ENGLISH
Accommodation (please select)	NOT INCLUDED
Details of financial and “in kind” support to be provided	
Other	Spanish for foreigners courses, if available, in our institution during the stay.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	FLUENT ENGLISH (B2 or higher) AND SPANISH (B2 or higher)
Computer skills and level of skills required	MS OFFICE, WORDPRESS, DREAMWEAVER OR SIMILARS
Drivers license	NO NEEDED
Other	Responsible, organized, social skills, capable of working in a team