

# ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	DOCincubator
Address incl. post code	Mechovka 567, 19014 Praha 9
Telephone	+420 224 241 046
E-mail	hana@dokincubator.net
Website	www.dokincubator.net
Number of employees	4
Short description of the company	<p>DOK.Incubator is a six-month long workshop for ambitious high quality documentary films in the rough stage, projects aiming to target a wide European and US distribution. It is based on an individual tutoring of the whole creative teams (director, editor, producer) which under the supervision of experienced editors, producers, sales agents, PR and marketing experts conclude the strongest possible dramaturgy of the final cut and a learn how to build a clever distribution and marketing strategy. Sharpening the editing, emphasizing film's international potential and introducing the new distributional opportunities online, the workshop aims to support high quality documentaries to break into the international market and meet a world-wide audience.</p>
Other	<p>We are looking for English native speaker to help with PR of the company, write newsletters, update website with articles and news, update our social media and follow the successes of our films and write about them for 6 months. Fulltime is preferred.</p>

CONTACT DETAILS	
Contact person for this placement	Hana Gomoláková
Department and designation /	Project Manager

job title	
Direct telephone number	+420 732 335 092
E-mail address	Hana@dokincubator.net

### PLACEMENT INFORMATION

Department / Function	PR, promotion, marketing
Description of activities	PR, promotion, marketing, social media, creating and sending newsletters to partner network, help with database.
Location	Prague
Duration	6-month long internship - ASAP
Working hours per week	Prefferably 40
Accommodation	We do not provide accommodation
Details of financial and “in kind” support to be provided	No additional financial support apart from Erasmus pay.
Other	

### COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	English native speaker, some work experience welcome, interest in PR and film required.
Computer skills and level of skills required	Basic user level of Mac or Windows, knowledge of social media, writing skills required (can be a journalism student for example).
Drivers license	Welcome but not necessary
Other	We are looking for someone responsible to join our small team in the office as well as workshops – starting mid-January.

**INFORMATION PROVIDED BY**

Name	Hana Gomoláková
Department / Function	Project Manager
E-mail address	Hana@dokincubator.net
Phone number(s)	+420 732 335 092
Date	7 August, 2014

# ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	Eye Clinic Liberec, Czech Republic
Address incl. post code	Dr. M. Horákové 49/137; Liberec 6 - Rochlice; 460 06 - Czech Republic
Telephone	+420 721 517 327
E-mail	simonap.cz@gmail.com
Website	<a href="http://www.ocni-klinika-liberec.cz">http://www.ocni-klinika-liberec.cz</a>
Number of employees	6 permanent + external + two subsidiary companies (6)
Short description of the company	Eye Clinic Liberec is a private organization in the northern corner of the Czech Republic offering wide range of services from eye examination, diagnosis to surgeries. As a young enterprise, founded in June, 2010, we would like to become a leader in patient eye care in the region.
Other	

CONTACT DETAILS	
Contact person for this placement	Simona Polláková
Department and designation / job title	Assistant to the director
Direct telephone number	- not available (only the office: +420 482 739 122)
E-mail address	simonap.cz@gmail.com

## PLACEMENT INFORMATION

Department / Function	<b>Online marketers</b> above all  Ophthalmologists (Eye Specialists Optometrists; Engineers (for ophthalmological machines)
Description of activities	We are seeking online marketing students above all! The intern would be responsible for managing social media (Facebook, Google+, etc.), Google Adwords and Analytics, conducting a lot of market research, helping us improve contact with the customer (customer survey, implementation of the chat, Mailchimp). S/he would be responsible for creating events / promotions that would help us strengthen / establish connections with current / new clients. S/he would attend meetings lead by the manager of the clinic and attended by the doctors. And more TBA according to the flow of the internship. We would like the internship to become beneficial for both parties and intend to task the candidate with challenging projects in order to help him profit from the internship as much as possible.
Location	Liberec (Czech Republic)
Duration	3-12 months (negotiable)
Working hours per week	40 hours per week
Accommodation	Local dorms of the Technical University Liberec
Details of financial and “in kind” support to be provided	We do not intend to provide the candidate with a salary.
Other	However, we are more than willing to help the candidate to settle - accommodation, incorporate him into our culture, help him find friends within the locals etc. (one of our employees is a fantastic musician and would love to take him/her see the local cultural scene)

## COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Either English or German at an advanced level if not mother tongue (+ any mother tongue is fine). POLISH WOULD BE A GREAT ASSET!!
Computer skills and level of skills required	Microsoft Office; Prezi;  Basic knowledge of WordPress is appreciated.

Drivers license	B (not necessary)
Other	

### INFORMATION PROVIDED BY

Name	Simona Polláková
Department / Function	Assistant to the director
E-mail address	simonap.cz@gmail.com
Phone number(s)	+420 721 517 327
Date	December, 15 <sup>th</sup> 2014

# ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	GEBAS atelier architects s.r.o
Address incl. post code	Komenského 240, Hradec Králové, 500 03, Czech Republic
Telephone	+420 776 051 858
E-mail	<a href="mailto:miroslav.gebas@gebasatelier.cz">miroslav.gebas@gebasatelier.cz</a>
Website	<a href="http://www.gebasatelier.cz">www.gebasatelier.cz</a>
Number of employees	11
Short description of the company	Architectural company, which works on design of buildings and interiors. Urbanism, the creation of regional land use plans and studies.
Other	We deal with the design of low-energy and passive buildings using renewable and natural materials. We participate in architectural competitions and exhibitions. One of our projects was nominated for the building of the Year.

CONTACT DETAILS	
Contact person for this placement	Eliška Gebas
Department and designation / job title	Assistant of Director GEBAS atelier architects s.r.o.
Direct telephone number	+420 739 661 659
E-mail address	<a href="mailto:eliska.gebas@gebasatelier.cz">eliska.gebas@gebasatelier.cz</a>

### PLACEMENT INFORMATION

Department / Function	Architect, designer, structural engineer structures, construction engineer
Description of activities	Home and interior design, land use plans
Location	Hradec Kralove
Duration	3 – 12 months
Working hours per week	40
Accommodation	Help you find an accommodation
Details of financial and “in kind” support to be provided	Personal evaluation of work results at the end of internship
Other	Flexibility, Creativity, Teamwork, Responsibility for Your Results

### COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	English A1
Computer skills and level of skills required	Microsoft Word, Microsoft Excel, Microsoft Outlook, Archicad, Artlantis, Photoshop
Drivers license	Not necessary
Other	Experiences are good but are not required

### INFORMATION PROVIDED BY

Name	Eliška Gebas
Department / Function	Assistant of Director
E-mail address	eliska.gebas@gebasatelier.cz
Phone number(s)	+420 739 661 659



Date	23.11.2013
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# ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	ECHOROST ARCHITEKTI, s.r.o.
Address incl. post code	Bubenská 1, 17000 Praha 7, Czech Republic
Telephone	00420608515698
E-mail	<a href="mailto:info@echorost.com">info@echorost.com</a>
Website	<a href="http://www.echorost.com">www.echorost.com</a>
Number of employees	2-4
Short description of the company	Architectural studio in Prague est. 2009. Small to medium scale projects. Focused partly on renovation and monument care and partly on advanced design methods and sustainability.
Other	

CONTACT DETAILS	
Contact person for this placement	Ing. arch. Jaroslav Hulin
Department and designation / job title	Partner / Senior architect
Direct telephone number	00420608515698
E-mail address	jaroslav.hulin@echorost.com

**PLACEMENT INFORMATION**

Department / Function	Architectural trainee
Description of activities	Assist with design of residential and commercial buildings, helping with client presentations and coordination
Location	Prague
Duration	Feb – Jul 2015
Working hours per week	40
Accommodation	Can be provided upon request
Details of financial and “in kind” support to be provided	EUR 200 / month or accommodation
Other	

**COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS**

Languages and level of competence required	Italian and English fluent spoken and written
Computer skills and level of skills required	Rhino3D, Adobe Photoshop, good graphic presentation skills
Drivers license	Not required
Other	

**INFORMATION PROVIDED BY**

Name	Ing. arch. Jaroslav Hulin
Department / Function	Senior architect / partner
E-mail address	<a href="mailto:jaroslav.hulin@echorost.com">jaroslav.hulin@echorost.com</a>
Phone number(s)	00420608515698
Date	5/12/2014