

ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	Galerie Hollar / Hollar Gallery
Address incl. post code	Smetanovo nábřeží 6, 110 00 Praha 1
Telephone	+420 224 235 243
E-mail	hollar@hollar.cz
Website	www.hollar.cz
Number of employees	4
Short description of the company	We are the oldest Czech graphic gallery. We organize exhibitions the best Czech Hollar artists since 1917. We have an important tradition at the global level; our authors represent the best original graphic work in the world. Hollar Association is nearly 100 years an integral part of the Czech cultural scene and national heritage. Association brings together more than 150 graphic artists, art historians and curators.
Other	Hollar Gallery organizes 12 exhibitions per year and many supporting programs and events. Also sell prints and publications of our members.

CONTACT DETAILS	
Contact person for this placement	Kateřina Obozněnková
Department and designation / job title	Director gallery and General secretary Association of Czech Graphic Artists Hollar
Direct telephone number	+420 731 107 518
E-mail address	katerina@hollar.cz

PLACEMENT INFORMATION

Department / Function	Assistant Director of Hollar Gallery
Description of activities	Assistance in organizing and installing exhibitions, basic communication with curators, offices, artists or gallery visitors, simple administration, Translation of short texts into English and assistance with basic website management
Location	Hollar Gallery – Smetanovo nábřeží 6, 110 00 Praha 1
Duration	Minimum 2 months
Working hours per week	By appointment
Accommodation	Does not provide
Details of financial and “in kind” support to be provided	Participation of all openings, supporting programs and events recommendations and acknowledgment of experience in
Other	Practice is suitable for Erasmus students who are paid from the Erasmus

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	English – excellent Czech – basic, better advanced Polish , Russian, German or Spanish advantage
Computer skills and level of skills required	Basic skills Work in graphic programs and web management advantage
Drivers license	does not provide
Other	We are looking for representative, communicative and reliable personality with a focus on social and cultural events.

INFORMATION PROVIDED BY

Name	Kateřina Obozněnková
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Department / Function	Director gallery and General secretary Association of Czech Graphic Artists Hollar
E-mail address	katerina@hollar.cz
Phone number(s)	+420 731 107 518
Date	21/10/2014