



## Erasmus Student Traineeship in Spain

<b>EMPLOYER INFORMATION</b>	
Name of organisation	Escuela Superior de Arte Dramático de Málaga (ESAD MÁLAGA)
Address inc post code	Calle Bela Bartok. 2. 29010. Málaga. (Spain)
Telephone	00 34 951 29 83 79
Fax	00 34 951 29 36 95
E-mail	info@esadmalaga.com
Website	www.esadmalaga.com
Number of employees	50
Short description of the company	ESAD MALAGA is an institution of higher education specializing in theatrical education
<b>CONTACT DETAILS</b>	
Contact person for this placement	Pablo García Martínez
Department and designation, job title	International Relations / Head of Department
Direct telephone number	00 34 951 29 83 80
E-mail address	internacional@esadmalaga.com
<b>APPLICATION PROCEDURE</b>	
Who to apply to (including contact details)	Pablo García Martínez internacional@esadmalaga.com
Deadline for applications	Autumn term: 15th October Spring term: 15th February
Application process	Please send your CV and letter of motivation (state your preferred dates of beginning and ending of the internship) per e-mail to: internacional@esadmalaga.com
<b>PLACEMENT INFORMATION</b>	
Department, Function	The Departamento de Relaciones Internacionales is ESAD service office for international Affairs. Its aim is to facilitate and foster

	international contacts for the benefit of students and the institution alike. As a service to the international community, it provides information about ESAD in different languages.
Location	ESAD Building. Calle Béla Bartók.2. Málaga (Spain)
Start Date	Start Autumn: 1st November Start Spring: 1th March
Duration	Four months
Working hours per week	Full-Time. About 25 hours per week. Working hours on agreement.
Description of activities,tasks	<ul style="list-style-type: none"> <li>• General office work mostly in Spanish/English.</li> <li>• Updating online database, updating homepage...</li> <li>• Filing documents (applications, certificates, post...)</li> <li>• Preparation and checking of documents (related to student exchange).</li> <li>• Internet research (new exchanges possibilities, new partner institutions...).</li> <li>• Help foreign students (find accommodation...).</li> <li>• Give language classes to students as well as professors to prepare them for their teaching or study period.</li> <li>• Translations from Spanish to English.</li> </ul>
Accommodation	ESAD does NOT provide housing.
Details of financial and "in kind" support to be provided	
Other	
<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	Good command of Spanish and English (equivalent to level B2 or above). Other languages will be valued.
Computer skills and level of skills required	Computer literate – Microsoft packages.
Drivers license	Not needed.
Other	Experienced in office work. A quick learner who is accurate and reliable.