

**Placement Offer Form Slovenia**



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| **EMPLOYER INFORMATION** | |
| **Name of organization** | **Creative Centre Poligon** |
| **Address** | **Tobačna ulica 5** |
| **Postal Code** | **1000** |
| **City** | **Ljubljana** |
| **Country** | **Slovenia** |
| **Telephone** | **386-41-227 687** |
| **Fax** | **/** |
| **E-mail** | [**marko@poligon.si**](mailto:marko@poligon.si) |
| **Website** | [**http://www.poligon.si/en/**](http://www.poligon.si/en/) |
| **Number of employees** | **3** |
| **Year of foundation** | **2014** |
| **Contact person** | **Marko Orel** |
| **Department / Function** | **co-founder & project manager** |
| **Direct telephone number** | **38641227687** |
| **Direct mobile** | **38641227687** |



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| **Direct e-mail address** | [**marko@poligon.si**](mailto:marko@poligon.si) |
| **Short Description of the**  **Company** | **Poligon is a creative centre, established on grounds of**  **the coworking work method and enhanced with very diverse additional content, specially designed for its full- time and part-time users. Poligon is thus an autonomous platform and work space for non-profit and for-profit project development with an agenda to empower the self-employed.** |
| **Other** | **Poligon offers space for more than 70 individuals, who can use open space as their work place. There are also three platforms, which are integrated part of Poligon: Poligon Maker Lab, which offers 3d printing services, Coworking Lab, which develops knowledge in the area of coworking and Crowdfunding accelerator, which helps Poligon members and others to form and successfully run crowdfunding campaign in order to gather funds for their product or service.** |

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| **PLACEMENT INFORMATION** | |
| **Department / Function** | **Hosting activities / Event managment / Administration** |
| **Description of activities** | **1. Participating in the daily work at Poligon; 2. Participating in planning and execution of community events; 3. Participating in our various social activities for Poligon members; 4. Assisting in the administration and development of communication activities, social media and campaigns; 5. Assisting managing director and project manager with daily tasks.** |
| **Duration** | **6 months** |
| **Working hours / Weekly**  **hours** | **7 per day; 35 per week** |
| **City** | **Ljubljana** |
| **Help with finding**  **Accommodation** | **Yes** |

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| **Financial Contribution** | **No** |
| **Other** | **We can help potential intern with searching the**  **apartment or room, setting the life in Ljubljana, etc.** |

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| **LANGUAGE REQUIREMENTS**1 | | | | |
| Language | Listening | Reading | Writing | Speaking |
| English | 2 | 2 | 2 | 3 |
| German |  |  |  |  |
| French |  |  |  |  |
| Italian |  |  |  |  |
| Spanish |  |  |  |  |
| Other |  |  |  |  |
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| **ICT REQUIREMENTS** | |
| **requirement** | **Expertise level2** |
| **Creating and handling documents of**  **various types** | **Proficient level** |
| **Word processing (e.g. Microsoft Word -**  **write letters, reports, offers, etc.)** | **Proficient level** |
| **Handling presentation software (e.g**  **Microsoft Power Point: making presentations, designing layouts, etc.)** | **Proficient level** |
| **Graphics software (e.g Adobe Photoshop**  **and Illustrator: create and edit images such as logos, drawings or pictures for use in DTP, web sites, various** | **Basic level** |

1. Required language skills are rated from 1 to 3: 1 - basic level

2 - intermediate level 3 - proficient level

1. ICT skills are rated with 3 levels of expertise:

* Basic level
* Intermediate level
* Proficient level

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| **publications or social media)** |  |
| **Social media (e.g. Facebook, Twitter, etc.)** | **Intermediate level** |
| **Management tools (e.g. Podio, Cobot,**  **etc.)** | **Basic level** |
| **Event management skills (e.g. Organizing**  **events, forming offers, organizing and preparing layout of space for events, etc.)** | **Intermediate level** |

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| **OTHER REQIUREMENTS** | |
| **Driver’s**  **license** | **Yes** |
| **Other** | **Creative Centre Poligon is a young, yet well organized and established**  **coworking space. Work will be flexible (morning and afternoon/evening shifts), but it takes a lot of enthusiasm, interest in creative industries and new economies and good communication skills. We are looking for candidates who have interest in coworking, crowdfunding and other aspects of crowdsourcing concepts.** |