

Placement Offer Form Slovenia

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, 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
Website	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

Direct e-mail address	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.

PLACEMENT INFORMATION	
Department / Function	Hosting activities / Event management / 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

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

LANGUAGE REQUIREMENTS¹				
Language	Listening	Reading	Writing	Speaking
English	2	2	2	3
German				
French				
Italian				
Spanish				
Other				

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

² ICT skills are rated with 3 levels of expertise:

- Basic level
- Intermediate level
- Proficient level

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

OTHER REQUIREMENTS	
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.