



Erasmus+



Placement Offer Form

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, Slovenia

E mail: erasmusplus-ka1@cmepius.si

EMPLOYER INFORMATION	
Name of organization	GALERIJA FOTOGRAFIJA
Address	Mestni trg 11/I
Postal Code	1000
City	Ljubljana
Country	Slovenia
Telephone	00 386 1 25 11 529
Fax	00 386 1 25 11 52900 386 1 25 11 529
E-mail	info@galerijafotografija.si
Website	www.galerijafotografija.si
Number of employees	1
Year of foundation	2003
Contact person	curator Renata ŠTEBIH
Department / Function	/
Direct telephone number	00 386 1 25 11 529
Direct mobile	00 386 41 395 356
Direct e-mail address	renata.stebih@galerijafotografija.si
Short Description of the	Art gallery and bookshop specialized for fine art

Ob železnici 30a
1000 Ljubljana, Slovenija
Tel.: (01) 620 94 50
Fax: (01) 620 94 51
E-pošta: info@cmepius.si
www.cmepius.si

Company	photography
Other	

PLACEMENT INFORMATION	
Department / Function	gallery/bookshop
Description of activities	-Assistance in developing audience programmes for the gallery - Assistance in marketing of all the activities of the gallery and also other sections with the stress on visual communication - Assistance in maintaining a web archive of photo and audio documenting of all the activities of the gallery -Assistance in development, organization and evaluation of the educational and creative program for youth -Assistance in bookshop (event's programme, bookshop activities) Detailed programme of activities is formed on the basis of applicant's skills
Duration	
Working hours / Weekly hours	8 per day; 40 per week
City	Ljubljana
Help with finding Accommodation	No
Financial Contribution	No
Other	We can offer advices, help with accomodation finding, but are not obliging ourselves with this. Also the hours and working days are negotiable.

LANGUAGE REQUIREMENTS¹				
Language	Listening	Reading	Writing	Speaking

¹ Required language skills are rated from 1 to 3:

- 1 - basic level
- 2 - intermediate level
- 3 - proficient level

English	3	3	3	3
German				
French				
Italian				
Spanish				
Other				

ICT REQUIREMENTS	
requirement	Expertise level²
use of e-mail and social networks	Proficient level
basic knowledge of picture editing software	Basic level
basic knowledge of webpage editing	Basic level
basic knowledge of camera use	Basic level

OTHER REQUIREMENTS	
Driver's license	No
Other	- Knowledge, skills and competences to be acquired: -interest in the art field, marketing and communications as future career -cultural awareness -knowledge of foreign languages (English) -basic IT skills, computer literate – experience of using Microsoft Office, Excell etc. Familiar with the various web browsers and search engines -social and civic competence -initiative taking -good team player who demonstrates initiative -flexible approach to work good customer service skills experience of using social network tools creative, self motivated and

² ICT skills are rated with 3 levels of expertise:

- Basic level
- Intermediate level
- Proficient level

	with the ability to come up with the new marketing ideas and plans
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