

Erasmus Student Traineeship in Spain

EMPLOYER INFORMATION	
Name of organisation	Conservatorio Superior de Música “Eduardo Martínez Torner” del Principado de Asturias
Address inc post code	Corrada del Obispo s/n, 33003 Oviedo (Spain)
Telephone	+ 34 985 217 556
Fax	+ 34 985 203 720
E-mail	international@consmupa.com
Website	www.consmupa.es
Number of employees	ca. 70
Short description of the company	Higher Music Education institution
CONTACT DETAILS	
Contact person for this placement	Covadonga González-Bernardo
Department and designation, job title	International Relations Coordinator
Direct telephone number	+34 985 20 55 13
E-mail address	international@consmupa.com
APPLICATION PROCEDURE	
Who to apply to (including contact details)	Covadonga González-Bernardo International Relations Coordinator international@consmupa.com
Deadline for applications	No deadline, as we consider interns on an on-going basis.
Application process	Interested students should send the following documents to international@consmupa.com: <ul style="list-style-type: none"> • Europass CV in Spanish. • Cover letter <u>in Spanish</u> stating clearly the desired date of start and length of the placement. • Proof of language ability (scans of diplomas, certificates, language courses or similar...).
PLACEMENT INFORMATION	
Department, Function	International Relations Coordinator Assistant
Location	International Office. Conservatorio Superior de Música “Eduardo Martínez Torner” del Principado de Asturias. Corrada del Obispo s/n, 33003 Oviedo (Spain)
Start Date	To be decided. The placement is <u>not</u> possible between 15 July and 15 September.
Duration	Flexible: from 3 to 10 months.

Working hours per week	35 hours / week
Description of activities,tasks	<p>Tasks associated with the International Relations Office: contact partner institutions (update and prepare new agreements between institutions), processing mobility grants, student Erasmus + application processing at regional, national and international level, attending meetings of the International Committee, helping organize visiting teachers' masterclasses, monitoring and updating databases and the facebook site of the International Office, responding to student / teachers enquiries by email and letter...</p> <p>Translation of the School Magazine, internal and external documentation and support in the translation of material posted on the web.</p> <p>Translation of masterclasses.</p> <p>Language support to staff and students (conversation classes and help with written documents).</p>
Accommodation	<p>Student to make own arrangements.</p> <p>Possibility to have a "Peer Mentor": a CONSMUPA student that will help the first days and also to find accommodation.</p>
Details of financial and "in kind" support to be provided	No payment.
Other	
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Advanced level of both English and Spanish (spoken and written). Other languages an advantage but not essential.
Computer skills and level of skills required	Good general knowledge of Microsoft Office packages.
Drivers license	Not required.
Other	Knowledge of musical terminology an advantage but not essential.