

## České centrum Moskva

Department/Division: České centrum Moskva

The Czech Center's mission is to actively promote the Czech Republic by showcasing Czech culture in the Russian Federation. Its programme covers visual and performing arts, film, literature, music, architecture, design and fashion. As well as hosting its own events, the Czech Centre offers support for other groups organising Czech related initiatives in the Russian Federation. The centre also seeks to further enhance cultural relationships between Russia and the Czech Republic through curatorial visits, media tours and artistic residencies; helping to generate creative dialogue among artists, scholars and cultural activists from both countries. In addition to its cultural work, the Czech Center runs certified Czech language courses and exams.

**Position title:** Trainee

**Position purpose:**

**Duties and responsibilities:** - E-mail, phone and personal communication in Russian and Czech language

- Assistance with events, accompaniment of delegates
- Independent work on assigned tasks (searching for informations and analysis)
- Preparation of presentations and their realization
- Conversation with Czech language students
- Supervision of library
- Translation into Czech and Russian language

### Qualifications

**Field/s of study:**

- Languages
- Economics
- Arts
- Political sciences and civics
- Sociology and cultural studies
- Management and administration
- Business and administration

**Level of study:** not relevant

**Professional competencies:** -

**Key competencies/Language skills:**

- Czech - Upper intermediate (Required)
- Russian - Upper intermediate (Required)
- English - Upper intermediate (Preferred)

**Key competencies/Computer skills:**

- Word processing - Independent user
- Spreadsheets - Independent user
- Presentation - Independent user
- Web Browsing and Communication - Independent user

**Key competencies/Other:**

- Teamwork
- Planning & Organizing
- Communication
- Responsibility
- Reliability
- Creative Thinking
- Problem Solving & Decision Making

### How to apply

Please send CV by 20/11/2018 at the latest.

### Facts

**Economic sector:** Activities of extraterritorial organizations and bodies

**Size:** staff 1 to 20

**Working language/s:** Czech, Russian

**Type of work placement:** Internship

**City/Country:** Moscow Russian Federation

**Earliest start date:** 15/01/2019

**Latest start date:** 01/02/2019

**Duration:** 3.0 months

**Remuneration:**

**Financial contribution:** UP scholarship in the amount of 700

EUR/month+contribution for travel costs according to final destination EUR/month

**Contribution in kind:**

- visa

### Application

**Required application documents:** CV

**Application deadline:** 20/11/2018

| - accommodation