**Erasmus Student Work Placement in Spain**

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| **EMPLOYER INFORMATION**  |
| Name of organisation | CONSERVATORIO SUPERIOR DE MÚSICA DE VIGO |
| Address inc post code | C/MANUEL OLIVIÉ 23 – CP 36212 – VIGO (SPAIN) |
| Telephone | +34 986 – 47 11 44 |
| Fax | +34 986- 48 18 07 |
| E-mail | erasmus@conservatoriosuperiorvigo.com |
| Website | www.conservatoriosuperiorvigo.com |
| Number of employees | 70 |
| Short description of the company | Higher educational center for music |
| **CONTACT DETAILS** |
| Contact person for this placement | JOSE LUIS FERNANDEZ |
| Department and designation, job title | INTERNATIONAL OFFICE COORDINATOR |
| Direct telephone number |  |
| E-mail address | jlfernandez@edu.xunta.es |
| **APPLICATION PROCEDURE** |
| Who to apply to (including contact details) | INTERNATIONAL OFFICE  |
| Deadline for applications | NO DEADLINE |
| Application process | APPLICANTS SHOULD INCLUDE A CV AND A LETTER OF INTEREST |
| Please provide as much information on the placement as possible – too much information is better than not enough!  |
| **PLACEMENT INFORMATION** |
| Department, Function | TIC Department – TRANSLATION ASSISTANTUndergraduated or postgraduated students with a good knowledge concerning archival and modern technologies |
| Location | CONSERVATORIO SUPERIOR DE MUSICA DE VIGO (SPAIN) |
| Start Date | ANY |
| Duration | 3 MONTHS OR MORE |
| Working hours per week | 25-30 |
| Description of activities,tasks | TRANSLATION OF INSTITUTIONAL WEB CONTENT - SPANISH-ENGLISH  |
| Accommodation (please select) | NOT INCLUDED |
| Details of financial and “in kind” support to be provided |  |
| Other | Spanish for foreigners courses, if avalaible, in our institution during the stay. |
| **COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS** |
| Languages and level of competence required | FLUENT ENGLISH (B2 or higher) AND SPANISH (B2 or higher) |
| Computer skills and level of skills required | MS OFFICE, WORDPRESS, DREAMWEAVER OR SIMILARS |
| Drivers license | NO NEEDED |
| Other | Responsible, organized, social skills, capable of working in a team |