

Erasmus Student Work Placement 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	ori1@consmupa.com
Website	www.consmupa.es
Number of employees	80
Short description of the company	Higher Music Education institution

CONTACT DETAILS	
Contact person for this placement	Carmen Viejo Llaneza
Department and designation / job title	International Relations Office
Direct telephone number	+34 985 20 55 13
E-mail address	ori1@consmupa.com international@consmupa.com

PLACEMENT INFORMATION	
Department / Function	International Relations Coordinator Assistant
Description of activities	Tasks associated with the International Relations Office: contact partner institutions (update and prepare new agreements between institutions), processing aid at regional, national and international Erasmus Scholarship, control of the scholars, aids processing, arrangement of scholarships... Translation of the School Magazine, internal and

	external documentation and support in the translation of material posted on the web. Translation of masterclasses. Possible language support to teachers and students.
Location	Conservatorio Superior de Música “Eduardo Martínez Torner” del Principado de Asturias. Corrada del Obispo s/n, 33003 Oviedo (Spain)
Duration	3 up to 9 months.
Working hours per week	Flexible: ca. 35 hours / week.
Accommodation	Student to make own arrangements.
Payment or other benefits	No
Minimum requirements	Be enrolled in university official studies related to English Studies, Spanish, Translation and Interpretation, International Relations.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	High level of 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.

OTHER

Documents to be submitted	Curriculum Vitae and Cover Letter. Documents (photocopies or scans) of the valuable merits if available, such as experience certificates in the fields provided, as well as diplomas or certificates of courses completed. Portfolio of work done will be valued: copies, links posted on internet or recorded on CD / DVD.
Registration deadline	For first semester or complete school year: June 30th 2017 For second semester: September 30th 2017.