



Erasmus+



## Placement Offer Form Slovenia

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, Slovenia

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EMPLOYER INFORMATION	
Name of organization	Poligon, Institute for development of cretive industries (Creative Centre Poligon)
Address	Vidmarjeva 13 (formal address of organization) Tobačna 5 (address of Creative Centre Poligon)
Postal Code	1000
City	Ljubljana
Country	Slovenia, EU
Telephone	0038641227687
Fax	/
E-mail	marko@poligon.si
Website	<a href="http://www.poligon.si/en/">http://www.poligon.si/en/</a>
Number of employees	/
Year of foundation	2012 (Institute) 2014 (Creative Centre Poligon)
Contact person	mr. Marko Orel
Department / Function	Co-founder & Project Manager
Direct telephone number	0038641227687
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<b>Direct e-mail address</b>	marko@poligon.si
<b>Short Description of the Company</b>	Poligon is a creative centre, established on grounds of the coworking work method and enhanced with very diverse additional content, specially designed for its full-time and part-time users. Poligon is thus an autonomous platform and work space for non-profit and for-profit project development with an agenda to empower the self-employed. Poligon also hosts specialized lab - Poligon MakerLab - with 3D printers and other technical equipment that will enable fast prototyping for industrial designers and a quality materialization of concepts for other creators was finally fully operable. Another specialized lab is Crowdfunding lab with purpose to equip various innovators with skills necessary for a successful execution of a crowdfunding campaign.
<b>Other</b>	/

<b>PLACEMENT INFORMATION</b>	
<b>Department / Function</b>	Community management & support force
<b>Description of activities</b>	<ol style="list-style-type: none"> <li>1. Community hosting - daily management of Poligon's community, i.e. organizing community events for informal &amp; formal networking, technical support, etc.</li> <li>2. Event planing and organization - weekly planing of external events, i.e. meet-ups, hosted events, conferences, etc.</li> <li>3. Administration - help with inner administration and management support</li> <li>4. Space management - taking care of the space, i.e. managing the inner resources, etc.</li> <li>5. Communication - help with communication activities.</li> </ol>
<b>Duration</b>	3 - 6 months
<b>Working hours / Weekly hours</b>	6-7 hours/day 30-35 hours/week
<b>City</b>	Ljubljana
<b>Help with finding Accommodation</b>	Yes

<b>Financial Contribution</b>	<b>No</b>
<b>Other</b>	/

<b>LANGUAGE REQUIREMENTS<sup>1</sup></b>				
Language	Listening	Reading	Writing	Speaking
English	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
German				
French				
Italian				
Spanish				
Other				

<b>ICT REQUIREMENTS</b>	
<b>requirement</b>	<b>Expertise level<sup>2</sup></b>
<b>Creating and handling documents of various types</b>	<b>Proficient level</b>
<b>Word processing (e.g. Microsoft Word - write letters, reports, offers, etc.)</b>	<b>Proficient level</b>
<b>Handling presentation software (e.g Microsoft Power Point: making presentations, designing layouts, etc.)</b>	<b>Proficient level</b>
<b>Graphics software (e.g Adobe Photoshop and Illustrator: create and edit images such as logos, drawings or pictures for use in DTP, web sites, various</b>	<b>Basic level</b>

<sup>1</sup> Required language skills are rated from 1 to 3:

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

<sup>2</sup> ICT skills are rated with 3 levels of expertise:

- Basic level
- Intermediate level
- Proficient level

publications or social media)	
Social media (e.g. Facebook, Twitter, etc.)	Intermediate level
Management tools (e.g. Podio, Cobot, etc.)	Basic level
Event management skills (e.g. Organizing events, forming offers, organizing and preparing layout of space for events, etc.)	Intermediate level

OTHER REQUIREMENTS	
Driver's license	Not required.
Other	<p>Creative Centre Poligon (Kreativni center Poligon) is young, yet well organized and established coworking &amp; collaborative space and creative centre. Work during the internship is flexible - morning and afternoon shifts are discussed and mutually decided between the management team and the intern.</p> <p>We are looking for interns who are interested in the phenomena of new economies and rapid development of creative industries and are eager to acquire new knowledge in these fields.</p>