



GR pre vzdelávanie a kultúru
Program celoživotného vzdelávania



Národná agentúra
Programu celoživotného vzdelávania

Erasmus Placements in Companies

Placement Description

COMPANY OVERVIEW

NAME OF THE COMPANY	Project Forum
ADDRESS	Štefánikova 33, 811 05 Bratislava
COUNTRY	Slovak Republic
WEB PAGE	http://www.salon.eu.sk/ http://www.ceeforum.eu/
SHORT INFORMATION ABOUT COMPANY	The civic association Project Forum was founded in Bratislava in February 2006. It is active in cultural affairs, and in particular in commissioning, collecting and online publishing of essays. Another line of activities concerns the organization of events. Both these activities are part of our mission – already mentioned in our title – which is to create a forum for open dialogue about the most important questions concerning Europe, and specifically the region of Central and Eastern Europe. Our online platform surpasses language barriers and thus enables intellectual exchanges and influence to spread across countries. This way, our goal is to influence intellectual discourse and improve its quality in the media.
CONTACT PERSON	Michael Tyrála
CONTACT DETAILS (E-MAIL, TEL. NO.)	michaeltyrala@gmail.com

REQUESTED ERASMUS STUDENT PROFILE

FIELD OF STUDIES/PROFESSIONAL AREAS OF INTEREST	Political Science, Social Sciences (Anthropology, Communication, Cultural studies, History, Linguistics, Philosophy, Social work), International Studies, International Relations, International Affairs, Public Administration, Economics, Management, Art, Literature
TASKS	Project management – fundraising, budget creation, communication with project partners, post-project financial and narrative reporting, translating Event/conference organization – contacting and inviting speakers and panelists, taking care of their travel and accommodation needs, renting the venue, catering and security, organizing supporting programme such as art exhibitions, movie screenings and concerts, as well as promotional

	and advertising aspects
	Administrative tasks – filing, archiving, elementary accounting, taking minutes on meetings
REQUIREMENTS (LANGUAGES AND OTHER COMPETENCES)	Excellent ENGLISH is a must, other languages welcome, but not required. Computer proficiency: MS Office, Internet
PAYMENT OR OTHER BENEFITS	No additional payment to the Erasmus Placement grant, Flexible working hours
PLACEMENT DURATION	3 – 12 months (duration by agreement)
PLACEMENT PERIOD (FROM - TO)	February 2012 – February 2013 (duration by agreement)
OTHER INFORMATION	Contact us directly at salon@salon.eu.sk