



Erasmus+

ERASMUS TRAINEESHIP in Italy under Erasmus+ Programme

EMPLOYER INFORMATION	
Name of organisation	Antroposervice sas di Di Andrea Franco
Address inc post code	Via Alessandria 21, Folignano, I-63084, Italy
Telephone	+39.0736.250818 - +39.393.4323750
Fax	+39.0736.250818
E-mail	info@antroposervice.it
Website	www.antroposervice.it
Number of employees	6 – 20 (depending on the season)
Short description of the company	Antroposervice is a creative enterprise made up of people who are inspired by the same cultural values, operating in the fields of events organization, communication, tourism development and audio-visual production at local, national and international level. Antroposervice mission is to bring together and "merge" all the actors involved in the realization of an event, be them artists, athletes, institutions, citizens and audience as to create beauty. Antroposervice is the main partner to the Festival of the 2 Parks, whose main events are: trail running competitions, dance and music shows and reviews, handicraft exhibitions and markets, poetry contests.
CONTACT DETAILS	
Contact person for this placement	Mr Franco DI ANDREA
Department and designation, job title	Legal representative
Direct telephone number	+39.0736.250818 ; +39.393.4323750
E-mail address	franco.diandrea@antroposervice.it
APPLICATION PROCEDURE	
Who to apply to (including contact details)	Applications have to be sent via email to Mr Franco DI ANDREA; email: franco.diandrea@antroposervice.it ; tel. +39.0736.250818, +39.393.4323750
Deadline for applications	15 October for placements starting as of December of the same year, 15 April for placements starting as of June of the same year. Nonetheless dates may be adjusted taking into account needs of sending Organizations and persons in mobility.
Application process	Candidates will submit CV and a cover letter (max. 1 page) explaining their motivation. Phone, skype (or other) interviews may be carried out with selected candidates before the final decision.
Please provide as much information on the placement as possible – too much information is better than not enough!	
TRAINEESHIP INFORMATION	
Department, Function	Event development and management: assistant to project officers; Communication and marketing: assistant for development of existing and new projects;

	<p>Audio-video productions: assistant to project officers; International activities, cooperation and exchanges: assistant to project officers. Training and education activities: assistant to head of department</p>
Location	Ascoli Piceno (Marche Region) and places nearby
Start Date	1 December - 1 June (adjustable based on organizations and trainees needs)
Duration	Standard 6 months; (flexible, depending on organizations and trainees needs: min 3 months, max 12 months)
Working hours per week	25/30
Description of activities,tasks	<p>In general the trainee will assist the project officers in the development of the following existing activities.</p> <p><u>Event development and management</u>: the trainee will participate in all phases of the events organization, namely: permitting procedures, sponsorships, suppliers, partners, accommodation arrangements, promotion, etc.;</p> <p><u>Communication and marketing</u>: the trainee will participate in the development of graphic and multi-medial materials as well as in the development and execution of communications strategies and campaigns, etc.;</p> <p><u>Audio-video productions</u>: the trainee will participate in the event-related audio-video production and post-production, etc.;</p> <p><u>International activities, cooperation and exchanges</u>: the trainee will assist project officers in the management and development of relationships with existing and new European and international partner organizations, in carrying out existing projects within EU Programmes (and others, at local, national and international level), in outlining new ones, etc..</p> <p><u>Training and education activities</u>: the trainee will participate in the organization of existing events and activities: participants registration, printing of didactic materials, etc..</p> <p>The trainees will receive proper individual training on the job as well as constant supervision.</p>
Accommodation	<p>Accommodation is not provided. All the trainees can make accommodation arrangements prior or upon to their arrival in Ascoli Piceno with private lodgings, B&Bs, etc.. Ascoli Piceno is a University town, hence there's availability of flats/rooms to share or rent. The average monthly rent for a room in a shared flat ranges from EUR 150 to EUR 200.</p> <p>Antroposervice will provide support to trainees also by providing contacts details of its partners (B&B, agencies, hotels, etc..).</p>
Details of financial and "in kind" support to be provided	The trainee is expected to have an ERASMUS+ placement grant provided by his/her sending Organization. Any kind of additional financial or "in kind" support cannot be provided by Antroposervice.
Other	During winter term up to 4 trainees can be received; during summer term up to 6 trainees. In general trainships will be organized into morning and afternoon shifts.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	<p>Basic knowledge of Italian is required Good knowledge of English or French is required. Other languages will be taken into consideration. However, language competences will be assessed on an individual basis.</p>
Computer skills and level of	Basic/intermediate user level is required, i.e.: word processing,

skills required	internet tools, emails. Competences in use of spreadsheets and/or DB and/or photo and video editing and/or html editing, etc. a plus.
Drivers license	Not necessary
Other	Candidates, aged 18 or more, from higher education institutions are accepted. All fields of studies are welcome to apply, but preference will be given to: Event management, Tourism, Business administration, Marketing, Media and Communication, International Relations, Fine arts, Physical education Sports and Leisure services, Literature, Cinema dance and music, heritage museum and conservation, etc..