

INTERNSHIPS IN PRAGUE

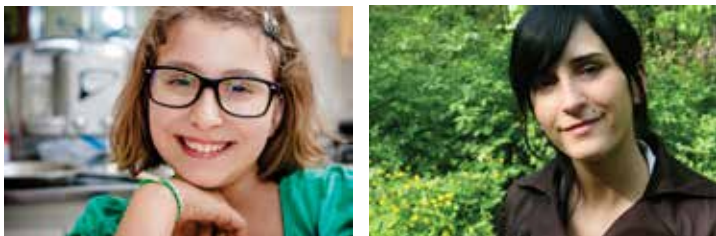


WORK PLACEMENTS IN PRAGUE

Participants' work placements in Prague's institutions are arranged in line with the participants' qualifications. During the individual interviews conducted with each participant before their arrival to Prague, the participants' personal abilities and interests will be further discussed. The work placements are selected by **SQUARE ONE**, taking into account the past experience, skills and linguistic ability of the participants (the working language at work placements will be English).

ENGLISH IS WIDELY SPOKEN IN THE CZECH REPUBLIC – AND A GREAT DEAL OF COMPANIES RESIDING IN PRAGUE CAN OFFER SOME ENGLISH AGENDA.

We can guarantee high-quality work placements in English, with no knowledge of Czech language needed.



STRUCTURE OF THE WORK PLACEMENT

1. WEEK

Adaptation of the participant at the work place. Introduction of the main focuses of the placement company and the current agenda and distribution of the task and activities for the whole internship period. Getting acquainted with the project/projects the participant will be involved in. Shadowing of the colleagues at the company. The tutor at the placement company is in everyday touch with the participant – in the first days the protocol for joint meetings and evaluation time table is established.

Clear identification of the participant's responsibilities

2.-4. WEEKS

Becoming a regular member of the working team. The participant starts developing his/her tasks and activities with some support from the tutor and other colleagues but already with a certain level of independence. Regular meetings with the tutor – continuous monitoring and evaluation.

4.-7. WEEKS

Achieving a greater level of independence at developing the planned activities and tasks. Finalizing certain tasks and moving to further activities following up on the tasks already executed. Continuation of regular meetings with the tutor. Continuous evaluation and monitoring of the entrusted tasks.

8TH WEEK

Finalizing all given tasks and activities. Presentation of the achieved results and outcomes of the placement activities. Evaluation of the whole period of internship.

Certification. Providing feedback both from the side of the participant and also from the placement company.

EXAMPLES OF JOB TASKS IN CURRENT JOB POSITIONS:

EU SOCIAL MEDIA STRATEGIST ASSISTANT

Full-service digital agency is searching for a Social Media Strategist Assistant. In this role you will create strategies that connect consumers to brands in engaging, entertaining, and measurable ways. You will craft amazing presentations and sell your strategies to clients! Then, you will work with and guide our creative and technology teams as they execute those strategies to ensure all goals are met. The scope can be a simple Facebook campaign or a comprehensive integration strategy to describe how social media will be leveraged to add value to every aspect of a client's business.

REQUIREMENTS AND TASKS:

- Digital communications and content development background
- Talent for planning, developing, and implementing online marketing and social media campaigns; specific experience with online promotions, contests, and partnerships
- Knowledge of user features, marketing opportunities, and tools (including API capabilities), as well as brand engagement tactics for: Facebook, Foursquare, Twitter, YouTube, and LinkedIn
- Basic experience with social media measurement tools, and the ability to manage budgets and calculate program ROI.
- Strong knowledge of digital and social media trends and hot topics
- Skill in creating clear, compelling presentations in PowerPoint
- Presentation skills
- A passion for social media marketing—and the ability to adapt to changing requirements quickly and to work independently with minimal supervision to meet aggressive deadlines

CREATIVE / DIGITAL ART DIRECTOR ASSISTANT

One of the leading agencies both creatively and business wise in The Czech Republic need a digital creative on the team that has a deep understanding of the modern tools used in advertising and communication today. The person will create nice visual solutions, in cooperation with the overall creative team.

REQUIREMENTS AND TASKS:

- Knowledge of CS6
- Must be organized and be able to prioritize work to balance multiple projects and deadlines
- Excellent multi-tasking skills
- Work on multiple projects simultaneously
- Must be able to develop a range of creative executions for each project and be able to effectively collaborate with creative copy teams to ensure the copy supports the concept
- Work with copywriter to support creative approaches to communicate the client's message about the product for both the overall campaign
- Strong conceptual and design skills
- Creative portfolio

SOCIAL MEDIA ASSISTANT

We have an opening for a social media assistant with his or her finger on the pulse of SoMe trends and technologies. You need to have a nose for what's coming and a strategic game plan for developing the next big thing. If you're a strong creative problem solver with a razor sharp sense for digital business, we want to hear from you. We're looking for someone who thinks stress is fun.

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IT - JAVA PROGRAMMER

Interactive agency offering comprehensive solutions and services to companies which are looking for effective ways of doing business using new media is looking for a JAVA Programmer.

REQUIREMENTS AND TASKS:

- You will be part of various projects.
- Development of new application for Android.
- WebServices
- Programming in JAVA, J2EE
- Maintenance and development of new features of existing system
- Application support for web applications based on JAVA

IT - HW TECHNICIAN

International IT/IS company offers an unpaid traineeship in Prague office. Company is providing IT system support for whole companies or only its parts. Services are implemented by using best practices - standard ITIL - focused on Service Desk. Offices in Czech Republic, Germany, Poland, Slovakia.

REQUIREMENTS AND TASKS:

- Solving HW and SW problems on users PCs
- Installation and operation of user PCs
- Maintenance LAN and active elements
- Users support
- Ensuring the operation of printers and other peripherals
- OS and other applications installing

GRAPHIC DESIGNER

Interactive agency offering comprehensive solutions and services to companies which are looking for effective ways of doing business using new media is looking for a Graphic Designer.

REQUIREMENTS AND TASKS:

- Web Design
- Flash Animation
- Graphic Design
- Design of user interface
- Editing

UX DESIGNER

Digital agency based in Prague is searching for intern - an UX Designer who will craft such user experiences—and illustrate the features, functions, and content for those experiences via site maps, flow diagrams, scenarios, and sketches and wireframes. Intern will collaborate with creative and technology team members to ensure deliverability of your UX designs.

REQUIREMENTS AND TASKS:

- Understanding of user-centered design.
- Ability to “think outside of the box” and produce innovative UX concepts and interactions.
- Knowledge of “what’s possible” for user interactions on the Web in general, in social media, and on mobile devices.
- Proven ability to organize huge amounts of confusing information into intuitive, easy-to-navigate structures.
- Skills in creating clear, compelling presentations in PowerPoint and UX design tools.
- Passion for digital communication! – and the ability to adapt to changing requirements quickly and to work independently with minimal supervision to meet aggressive deadlines.

MONITORING AND TUTORING

SQUARE ONE organises regular meetings and individual discussions with participants in order to successfully monitor the progress of the programme, and solve any problems that may arise. The meetings are as follows:

- The opening introductory meeting
- Follow-up meetings and individual discussions are held practically every day during the first part of the programme - the language course.
- During the work placement period collective meetings are organised regularly. Individual discussions with participants for solving any problems are set up according to participants' needs.
- The final evaluation meeting takes place at the end of the participants' stay in Prague. The fulfilment of the project's objectives, and the participants' professional and cultural experiences are discussed and evaluated. The participants are also given instructions for their departure the next day.
- **SQUARE ONE** has frequent contact with the responsible persons in all institutions, where the participants are placed.

SQUARE ONE TUTORS ARE ON CALL 24/7 IN ANY CASE OF EMERGENCY.

Besides the above-mentioned contact with the participants, we also keep in touch with the sending organisation representative via e-mail, fax, and phone. We regularly send reports about the development of the Czech part of the project to the sending organisation.

CERTIFICATION

The participants receive three kinds of certificates. The first certificate is issued by the company where the work placement has been carried out, and includes details about the tasks and responsibilities undertaken by the participant while on the placement. The second certificate is made out by the language agency confirming the participant's successful completion of the language course. The third certificate, issued by **SQUARE ONE**, is an official document declaring participation on the programme.

CULTURAL VISITS

During the socio-cultural preparation the participants are informed about current cultural events in Prague, suitable for foreigners interested in getting acquainted with the best of Czech culture, both past and present. The programme coordinators will provide the participants with specific tips for cultural events taking place in Prague during their stay. The tutors in **SQUARE ONE** will be happy to organize sport and cultural events according to the group's preferences.



WE ARE LOOKING FORWARD TO MEETING YOU IN OUR MAGICAL CITY. COME GROW YOUR CAREER IN PRAGUE. CONGRATULATION ON YOUR CHOICE!

