

ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	DOCincubator
Address incl. post code	Mechovka 567, 19014 Praha 9
Telephone	+420 224 241 046
E-mail	hana@dokincubator.net
Website	www.dokincubator.net
Number of employees	4
Short description of the company	DOK.Incubator is a six-month long workshop for ambitious high quality documentary films in the rough stage, projects aiming to target a wide European and US distribution. It is based on an individual tutoring of the whole creative teams (director, editor, producer) which under the supervision of experienced editors, producers, sales agents, PR and marketing experts conclude the strongest possible dramaturgy of the final cut and learn how to build a clever distribution and marketing strategy. Sharpening the editing, emphasizing film's international potential and introducing the new distributional opportunities online, the workshop aims to support high quality documentaries to break into the international market and meet a world-wide audience.
Other	We are looking for English native speaker to help with PR of the company, write newsletters, update website with articles and news, update our social media and follow the successes of our films and write about them for 6 months. Fulltime is preferred.

CONTACT DETAILS	
Contact person for this placement	Hana Gomoláková
Department and designation /	Project Manager

job title	
Direct telephone number	+420 732 335 092
E-mail address	Hana@dokincubator.net

PLACEMENT INFORMATION

Department / Function	PR, promotion, marketing
Description of activities	PR, promotion, marketing, social media, creating and sending newsletters to partner network, help with database.
Location	Prague
Duration	6-month long internship - ASAP
Working hours per week	Prefferably 40
Accommodation	We do not provide accommodation
Details of financial and “in kind” support to be provided	No additional financial support apart from Erasmus pay.
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	English native speaker, some work experience welcome, interest in PR and film required.
Computer skills and level of skills required	Basic user level of Mac or Windows, knowledge of social media, writing skills required (can be a journalism student for example).
Drivers license	Welcome but not necessary
Other	We are looking for someone responsible to join our small team in the office as well as workshops – starting mid-January.

INFORMATION PROVIDED BY	
Name	Hana Gomoláková
Department / Function	Project Manager
E-mail address	Hana@dokincubator.net
Phone number(s)	+420 732 335 092
Date	7 August, 2014