



CONSMUPA

CONSERVATORIO
SUPERIOR
DE MÚSICA
EDUARDO MARTÍNEZ TORNER

Erasmus Student Work Placement in Spain

EMPLOYER INFORMATION	
Name of organization	Conservatorio Superior de Música "Eduardo Martínez Torner" del Principado de Asturias
Address	Corrada del Obispo s/n, 33003 Oviedo (Spain)
Telephone	+ 34 985 217 556
Fax	+ 34 985 203 720
E-mail	international@consmupa.com
Website	www.consmupa.es
Number of employees	80
Short description of the company	Higher Music Education institution

CONTACT DETAILS	
Contact person for this placement	Covadonga González-Bernardo
Department and designation job title	International Relations Coordinator
Direct telephone number	+34 985 20 55 13



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E-mail address	international@consmupa.com
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PLACEMENT INFORMATION	
Department / Function	International Relations Coordinator Assistant
Description of activities	<p>Tasks associated with the International Relations Office: contact partner institutions (update and prepare new agreements between institutions), processing mobility grants, student Erasmus application processing at regional, national and international level, attending meetings of the International Committee, helping organize visiting teachers' masterclasses, monitoring and updating databases, responding to student / teachers enquiries by email and letter...</p> <p>Translation of the School Magazine, internal and external documentation and support in the translation of material posted on the web.</p> <p>Translation of masterclasses.</p> <p>Language support to teachers and students.</p>
Location	Conservatorio Superior de Música "Eduardo Martínez Torner" del Principado de Asturias. Corrada del Obispo s/n, 33003 Oviedo (Spain)
Duration	Flexible, from 3 to 10,5 months (from 1 September to 15 July)
Working hours per week	Flexible: ca. 25 - 30 hours / week.



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Accommodation	Student to make own arrangements.
Payment or other benefits	No
Minimum requirements	Be enrolled in university official studies related to English Studies, Spanish, Translation and Interpretation, International Relations or similar (the sending institution must have an extended Erasmus Charter). Advanced level of both English and Spanish.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	High level of English and Spanish (spoken and written). Other languages an advantage but not essential.
Computer skills and level of skills required	Good general knowledge of Microsoft Office packages.
Drivers license	Not required.
Other	Knowledge of musical terminology an advantage but not essential.

OTHER

Documents to be submitted	<ul style="list-style-type: none">• Europass CV in Spanish.• Cover letter in Spanish stating clearly the desired date of start and length of the
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	<p>placement.</p> <ul style="list-style-type: none">• Documents (photocopies or scans) of the valuable merits if available, such as experience certificates in the fields provided, proof of language ability, as well as diplomas or certificates of courses completed.• Portfolio of work done will be valued: copies, links posted on internet or recorded on CD / DVD.
Application deadline	No deadline, as we consider interns on an on-going basis.