



Erasmus+



## Placement Offer Form

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, Slovenia

E mail: [erasmusplus-ka1@cmepius.si](mailto:erasmusplus-ka1@cmepius.si)

EMPLOYER INFORMATION	
Name of organization	GALERIJA FOTOGRAFIJA
Address	Mestni trg 11/I
Postal Code	1000
City	Ljubljana
Country	Slovenia
Telephone	00 386 1 25 11 529
Fax	00 386 1 25 11 52900 386 1 25 11 529
E-mail	info@galerijafotografija.si
Website	www.galerijafotografija.si
Number of employees	1
Year of foundation	2003
Contact person	curator Renata ŠTEBIH
Department / Function	/
Direct telephone number	00 386 1 25 11 529
Direct mobile	00 386 41 395 356
Direct e-mail address	renata.stebih@galerijafotografija.si
Short Description of the	Art gallery and bookshop specialized for fine art

Ob železnici 30a  
1000 Ljubljana, Slovenija  
Tel.: (01) 620 94 50  
Fax: (01) 620 94 51  
E-pošta: info@cmepius.si  
www.cmepius.si

<b>Company</b>	photography
<b>Other</b>	

<b>PLACEMENT INFORMATION</b>	
<b>Department / Function</b>	gallery/bookshop
<b>Description of activities</b>	-Assistance in developing audience programmes for the gallery - Assistance in marketing of all the activities of the gallery and also other sections with the stress on visual communication - Assistance in maintaining a web archive of photo and audio documenting of all the activities of the gallery -Assistance in development, organization and evaluation of the educational and creative program for youth -Assistance in bookshop (event's programme, bookshop activities) Detailed programme of activities is formed on the basis of applicant's skills
<b>Duration</b>	
<b>Working hours / Weekly hours</b>	8 per day; 40 per week
<b>City</b>	Ljubljana
<b>Help with finding Accommodation</b>	No
<b>Financial Contribution</b>	No
<b>Other</b>	We can offer advices, help with accomodation finding, but are not obliging ourselves with this. Also the hours and working days are negotiable.

<b>LANGUAGE REQUIREMENTS<sup>1</sup></b>				
Language	Listening	Reading	Writing	Speaking

<sup>1</sup> Required language skills are rated from 1 to 3:

- 1 - basic level
- 2 - intermediate level
- 3 - proficient level

English	3	3	3	3
German				
French				
Italian				
Spanish				
Other				

<b>ICT REQUIREMENTS</b>	
<b>requirement</b>	<b>Expertise level<sup>2</sup></b>
<b>use of e-mail and social networks</b>	<b>Proficient level</b>
<b>basic knowledge of picture editing software</b>	<b>Basic level</b>
<b>basic knowledge of webpage editing</b>	<b>Basic level</b>
<b>basic knowledge of camera use</b>	<b>Basic level</b>

<b>OTHER REQUIREMENTS</b>	
<b>Driver's license</b>	<b>No</b>
<b>Other</b>	<b>- Knowledge, skills and competences to be acquired: -interest in the art field, marketing and communications as future career -cultural awareness -knowledge of foreign languages (English) -basic IT skills, computer literate – experience of using Microsoft Office, Excell etc. Familiar with the various web browsers and search engines -social and civic competence -initiative taking -good team player who demonstrates initiative -flexible approach to work good customer service skills experience of using social network tools creative, self motivated and</b>

<sup>2</sup> ICT skills are rated with 3 levels of expertise:

- Basic level
- Intermediate level
- Proficient level

	<b>with the ability to come up with the new marketing ideas and plans</b>
--	---