



Lifelong Learning Programme

Erasmus Student Placement

(For participants **accident and liability insurance** will be completely covered by the University of Ferrara)

EMPLOYER INFORMATION	
<i>Name of organisation:</i>	Association of Irish Festivals and Events (AOIFE)
<i>Address:</i>	Town Hall Theatre, Society St. Ballinasloe, Co. Galway,
<i>Website:</i>	www.aoifeonline.com
<i>Short description of the organisation:</i>	It is the All Island Association / Network for community focused festivals and cultural events. We Mentor, Train, support and advocate on behalf of the diverse and interesting sector. We provide a variety of services and events to the sector and also host the secretariat of the IFEA Europe Association .
<i>Number of employees:</i>	3

CONTACT DETAILS	
<i>Contact person:</i>	Colm Croffy
<i>Department/Function:</i>	Executive Director
<i>Direct telephone number and fax:</i>	00 353 909643779 / 00 353 9096 46540
<i>Direct e-mail address:</i>	colm@aoifeonline.com

PLACEMENT INFORMATION	
<i>Departement/Function:</i>	Assigned to Executive's Office as an Marketing/ Events Assistant
<i>Description of activities:</i>	Research, Sales & Marketing , Administation, Event Production, Online Multi Media .

<i>Duration/ starting date:</i>	As required by Student
<i>Working hours:</i>	9.30 a. .m .to 5.30 p.m (Mon to Fri)
<i>Accommodation support (optional):</i>	Bicycle provided and some €75 per month towards travel costs
<i>Financial contribution (optional):</i>	None
<i>Other:</i>	Lots of Travel around Ireland to different Training and Festival Events

REQUIREMENTS	
<i>Oral and written language skills:</i>	Proficient in English
<i>Computer skills:</i>	Strong IT – MS OFFICE, ACCEES, Powerpoint, etc.
<i>Field of studies:</i>	Cultural / Event/ Tourism Management
<i>Other:</i>	Depending on the time of year we can provide student with accommodation typically €320 inclusive per month
<i>Procedure of application:</i>	First CV and Motivational letter; then: skype interview