

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>	Paso a 2 Plataforma Coreográfica Asociación Cultural
<i>Address:</i>	Calle Imperial, 3 2º Izda. 28012 Madrid
<i>Website:</i>	www.pasoa2.com
<i>Short description of the organisation:</i>	Paso a 2 is a creative catalyst that supports the work of emerging contemporary dance artists. Through prizes, programming, residencies, networking, workshops, showcases and mentoring, we are committed to investing in creative potential in Spain, Europe and abroad. Paso a 2 organizes the Certamen Coreográfico de Madrid, an annual platform for new work in contemporary dance. We also organize another platform for emerging work, two yearly sessions of our dance and journalism program, choreographic projects and training opportunities. We devote our time, energy and resources to connecting and nurturing creative people to help them realize their full potential.
<i>Number of employees:</i>	1-8 depending on the time of year

CONTACT DETAILS	
<i>Contact person:</i>	Laura Kumin
<i>Department/Function:</i>	President Paso a 2/Director Certamen Coreográfico de Madrid
<i>Direct telephone number and fax:</i>	34 91 365 7037 cell: 34 650 23 11 84
<i>Direct e-mail address:</i>	la.kumin@gmail.com

PLACEMENT INFORMATION	
<i>Departement/Function:</i>	Production and Coordination. To help with implementing all of Paso a 2's projects. We have several new ones this year and there will be plenty of work, including helping to organize a new facet of fundraising.
<i>Description of activities:</i>	Some administration, helping to organize budgets and produce the activities we organize throughout the year. We are a very small organization so there is plenty of hands-on experience available. Depending on the profile of the person who comes to work with us, we can adapt responsibilities to try to include the areas that they are most interested in.
<i>Duration/ starting date:</i>	Can be flexible. The Certamen pre-selection process starts in September and the Certamen is held in December, but since we have other activities throughout the year, there are projects happening in May-June, plus all of the preparation for the Certamen which has been going on since Dec. 19 th , when we finished the last activities for the 26° CCM, in 2012.
<i>Working hours:</i>	Mornings. Can be flexible but prefer to finish by 14,30h/15,00h except for the days we have performances.
<i>Accommodation support (optional):</i>	No (sorry about this)
<i>Financial contribution (optional):</i>	No (again, sorry about this)
<i>Other:</i>	We are very good at mentoring and are concerned that our interns have a productive and hopefully inspiring learning experience. I would also be interested in hearing about potential interns' interests in order to better match them with the work to be done. We can offer a hands-on experience with Spain's changing profile of arts management.

REQUIREMENTS	
<i>Oral and written language skills:</i>	Spanish and English. We do some international work with Italy, Holland, the U.K., France...but most of our work is done in Spanish and English.

<i>Computer skills:</i>	Yes, including Excell. Our computer skills are fairly basic and we would love some support in this area. Also with new technologies and social networks.
<i>Field of studies:</i>	Arts Management, Performing Arts, Marketing and Promotion, Communication. We are open. If the right person is available and interested, we will check them out even if their field of studies seems far afield at first glance.
<i>Other:</i>	All of us on our very small staff are very committed to what we do and feel passionately about this. We are interested in sharing this commitment with others. We also get along well and try to make our work as enjoyable as possible. There will be opportunities to see performances. The office is small and located in a private home. This should be taken into consideration. It helps to have a sense of humor.