



## INTERNSHIP PROGRAM IN SPAIN

### DESCRIPTION

Interns will be placed in a customized internship placement in the professional area of their choice. They will be provided with meaningful work that aligns with their professional goals and develops desired skills.

### QUICKFACTS

- Minimum Duration - 8-24 weeks + Evening Spanish group course
- Start Date - Any Monday
- Time Commitment - Approximately 30 hours per week
- Internship Site Language - English or Spanish
- Language Requirement - Interns must have a B2 level of internship site language
- Age Requirements - 18 to 35

### INTERNSHIP AREAS

- Architecture
- Art & Design
- Business
- Education & Teaching
- Fashion
- Hospitality & Tourism
- IT & Computer Science
- Language & Translation
- Nonprofit Sector
- PR & Marketing
- Social Work

## INTERNSHIP PROGRAM REQUIREMENTS

- Age - 18 to 35 years old.
- Professional Experience - None required but ideally studying the subject of internship area
- Language - Proficient in Spanish or English (B2 or higher)
- Required Documents - Enrollment Form, CV with Photo, and Passport Copy
- Minimum personal liability insurance of 1,000,000€ (travel insurance)
- Min. 1 week of Spanish classes before starting internship placement

## SPANISH VS. ENGLISH-SPEAKING INTERNSHIPS

Our partner offers the opportunity for applicants to participate in an internship with an English-speaking supervisor or a Spanish-speaking supervisor. In order to participate in a Spanish-speaking internship, applicants are required to possess a B2 level of Spanish by the start of their program. Applicants are required to complete an online written Spanish exam as well as an oral level assessment during their initial phone call with our partner staff.

## INTERNSHIP PLACEMENT PROCESS

The placement process typically takes 8 weeks from the time we receive the application documents.

1. Intern sends application with the following documents
  - Enrollment Form, with up to 3 placement areas selected
  - CV with photo and professional objectives
  - Passport Copy
2. Our partner staff coordinates for the intern to complete a questionnaire and complete an informational phone call with the internship coordinator to better understand their goals and background.
3. Our partner staff will select an appropriate internship site to present to the intern.
4. The applicant and site supervisor(s) conduct an interview via Zoom.
5. Our partner staff receives feedback from both the supervisor(s) and the applicant after the interview.
6. Both parties sign a commitment letter.

\*If feedback is negative from either intern or site supervisor, our partner host organisation will provide 1 additional placement site to interview with. Additional sites after the initial 2 will incur extra fees.

## SAMPLE PLACEMENT SITES

Our partner selects placement sites with the following characteristics:

- High-performing businesses and nonprofits.
- Spanish and international entities
- Small and medium-sized companies (we do not work with large corporations)
- Spanish-speaking and English-speaking offices

Here are example descriptions of internship sites to provide an idea of possibilities:

### **Art Galleries :**

Exhibit and promote contemporary artworks ; Develop and implement the gallery's marketing plan; Take care of the exhibition spaces, and assist the gallery director with hanging/displaying artwork; Interact with clients, sell artworks; Updating the website, social media, and other platforms used by gallery; Write interpretive texts for permanent & temporary exhibitions; Creative and robust designs of advertising materials for our upcoming exhibitions; Plan and execute artist interviews; Contribution to art process (make wood frames, paint, create new collages, produce and reproduce objects).

### **Hotels and Hostels:**

Preparing and carrying out the services in the different catering departments of the Hostel (Bar, Breakfast, Terrace); Assembling/disassembling and cleaning the catering areas; Attending to the clientele, informing them about the characteristics of the different products and services of the Hostel, also attending to possible incidents; Welcoming the clients, from their arrival, during the service and until they leave, advising them and promoting the necessary actions to meet their expectations.

### **Ceramic studios:**

Ceramic production; Maintenance of the ceramic studio; Support in classes and workshops held in the studio.; Photography, videos and editing for web and networks.

### **Graphic Design UX/UI:**

UX and UI design in various projects that we carry ou; Communication with clients in projects in which we are working.



**Marketing agency:**

Branding design; Digital/community campaign planning; Business development.

**Events management:**

Prepare and send out daily group quotations after studying them; requests; Follow up on the offers; Assist in the preparation of leisure contracts as needed; Assist in the preparation and organization of the group stay; Assist and maintain sales presentations and attend appropriate site inspections; Assist the team in market research, mainly via telephone; Assist in the organization, preparation and execution of commercial actions to be carried out by the team; Assist in the preparation and execution of commercial actions to be carried out by the team; Assist the team in the preparation and organization of the group stay; Assist in the preparation and organization of the group stay; Assist in the preparation of sales presentations and attend appropriate site inspections; Assist the team in the preparation and organization of the group stay; Assist the team in the preparation and execution of commercial actions to be carried out by the team.

**Fashion/Social media:**

Manage social media content; Make monthly schedules; Instagram, TikTok; Manage Facebook business and ads; Analyze the performance of social media campaigns and make recommendations for improvements; Interact with the online community and respond to their questions and comments; Research and propose new social media marketing strategies; Generate performance analysis reports and social media statistics; Manage social media marketing campaigns and make recommendations for improvements. Interact with the online community and respond to their questions and comments; Research and propose new social media marketing strategies; Generate performance analysis reports and social media statistics.

**Media Production:**

In general, he/she will help with everything that has to do with audiovisual production. Depending on the person, you will also be able to do other functions such as video editing, photography, video, marketing, etc...

**Film production company:**

Pre-production tasks, such as budget requests, search and presentation of locations, design of dossiers or other informative material about our fiction projects. Elaborate and publish news in RSS and specialized media.

**Yoga Studio:**

Website update, web application update, room set-up, account organization, presence at some of the classes and opportunity to teach one class a week of yoga sculpt.



## **SPANISH JUMPSTART**

During the internship, the interns will participate in Evening Spanish group courses (4 hours per week, twice a week) at the Spanish language institute. All levels of Spanish are welcome and interns will take classes with students of all ages from all over the world. Whether interns do a Spanish or English-speaking internship, a Spanish courses helps acclimate to the city and the local accent.

## **ACCOMMODATION**

Interns can live in our partner housing for the duration of their internship even if they are not taking Spanish classes with us.

## **ORIENTATION AND SUPERVISION**

Interns will receive a comprehensive on-site orientation about the city, work culture, health, and safety as well as general tips for life in the city. During the program the staff complete evaluations with the intern and site supervisor to assure a positive experience. We also provide 24/7 emergency support.

## **NOTES**

- The internship placement process typically takes 8 weeks to complete.
- Due to COVID-19 work/life changes, interns may work remotely for a portion of their hours depending on work from home policies of the specific internship site.