

## Placement Offer Form

### SLOVENIA

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, Slovenia

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EMPLOYER INFORMATION	
Name of organization	Poligon, Institute for Creative Economies
Address	Vidmarjeva 13
Postal Code	1000
City	Ljubljana
Country	Slovenia
Telephone	38641227687;
Fax	
E-mail	marko@poligon.si
Website	www.poligon.si
Number of employees	3
Year of foundation	2012
Contact person	Mr. Marko Orel
Department / Function	Management / Co-founder
Direct telephone number	38641227687
Direct mobile	38641227687
Direct e-mail address	marko@poligon.si
Short Description of the	Creative centre Poligon, which works under Poligon, Institute for Creative Economies is a training ground and

<b>Company</b>	<p>coworking space for the self-employed and creative communities operating in the field of creative economies, social entrepreneurship and culture. In these times of increasing precarious work, the collaboration of individuals from different fields is crucial, as it enables professional exchange and increases social security, which is very low in this particular work segment. As the biggest artist run space in Slovenia, Poligon spreads on 800m2 and offers 60 desks for artists and makers to rent, 7 offices, 1 conference room, Poligon maker lab with tools for rapid 3D prototyping and product development, a photo studio, crowdfunding lab, a bar for hanging around, store with selected designer goods, a library and big event space. Besides offering a workspace under subsidised prices, Poligon also engages in organisation of various workshops for young self-employed entrepreneurs and makers, exhibitions and social events. The space was also a venue for second edition of Pop-up dom in November 2013.</p>
<b>Other</b>	<p>Poligon is an experimental model showing how polimatic creative communities in an unfavourable economic situation can create surplus.</p>

<b>PLACEMENT INFORMATION</b>	
<b>Department / Function</b>	Hosting and community activities
<b>Description of activities</b>	<p>1. Participating in the daily work at Poligon, especially taking place in daily hosting and assisting members of Poligon; 2. Participating in the planning and execution of community events; 3. Participating in our various social activities; 4. Assisting in the administration and development of communication activities, social media and campaigns; 5. Assisting with graphic design (both digital and printing), photography, programming (mainly using Wordpress) and video; 6. Assisting managing director and project manager.</p>
<b>Duration (V8)</b>	3 months
<b>Working hours / Weekly</b>	7/35

<b>hours</b>	
<b>City</b>	<b>Ljubljana</b>
<b>Help with finding Accommodation</b>	<b>Yes</b>
<b>Financial Contribution</b>	<b>No</b>
<b>Other</b>	<b>Prefered working skills: &gt; community orientated &gt; graphic design (digital and print) &gt; photography &gt; video / recording &amp; editing &gt; programming (Wordpress) Interests: &gt; new economic models (crowdfudning, crowdsourcing, sharing economies, social innovation &amp; entrepreneurship)</b>

<b>LANGUAGE REQUIREMENTS<sup>1</sup></b>				
<b>Language</b>	<b>Listening</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
English	3	3	3	3
German				
French				
Italian				
Spanish				

<b>ICT REQUIREMENTS</b>	
<b>requirement</b>	<b>Expertise level<sup>2</sup></b>
<b>Graphics software - E.g Adobe Photoshop and Illustrator; create and edit images such as logos, drawings or pictures for</b>	<b>Presentation software - E.g. Microsoft PowerPoint; make presentations, either directly using a computer screen or data</b>

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

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

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

- Basic level
- Intermediate level
- Proficient level

use in DTP, web sites or other publications	projector. Publish in digital format via email or over the Internet
Photography	

OTHER REQUIREMENTS	
Driver's license	No
Other	<p>Poligon has over 50 regular and 20-30 non-regular users .These users are called 'Residents', and they work in two larger open spaces and seven offices. This diverse company of people is developing various interesting projects in the fields of industrial, graphic and service design, programming, creative writing and PR, branding, photography, video, tourism, social entrepreneurship, social activism, cuisine, contemporary dancing and other forms of artistic creativity and exploration of alternative economic concepts. Selected intern would need to have highly developed communication skills and show interest in various work filed. Finally, Poligon is not just a coworking office where a community can share work space and equipment, but also a creative centre – it has two specialized laboratories: Crowdfunding Lab and Poligon MakerLab. We are therefore looking for interns who have strong interest in both new economies (new ways of funding, etc.) and new technologies (3d printing, scanning, etc.).</p>