

INTERNSHIP PROGRAMME

What is about?

The *Arquitectura Reversible* programme offers to students the opportunity to work in a lesser-known sector of cultural services: architecture as an experience. We work providing cultural services for people and companies of all sizes. Our ideas come from creativity, knowledge, quality and understanding of the contemporary urban landscape.

Describing the placement generally, the student will learn how to work in a professional environment in a systematic, proactive and client-oriented process, and moreover, it's an opportunity to enhance interpersonal skills.

Description of the position

First of all the student will receive a basic training course on Barcelona and its architecture, as well as indications about how we work.

Spanish language will be used daily at work. Writing communication in English language also necessary.

Activities engaged with the internship

Coordination

Organisation and coordination of tasks related to promotional actions for our clients. The student will help in preparatory work and design tasks, also attending the tour groups.

Marketing

Provide information about our services and activities, encouraging the involvement of customers to meet their needs.

Managing the online and social media networks as well as updating websites.

Supporting and administering the marketing campaign

Experience in dealing with clients, either by phone, email or in personal conversation. Be able to answer questions related with the company and the products/services specific items.

Research

Support the management of the materials created after an event or itinerary: photos, comments, etc... to reorganise them after events. Also assist the architects who guide the groups, researching content and themes for the programme.

General

Support functions such as call meetings, distribute tasks and attend phone calls.

Timings and Practical Details

Starting date by early September with a length of placement that can go from 6 to 10 months. Moving the admission to mid-September is available, depending on the applicant's academic needs.

Working hours are: Monday to Friday from 10am to 2pm and 4pm to 6pm (but arquitectura reversible offers flexible working hours arrangements)

Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. Arquitectura Reversible expects employees to dress appropriately in business attire of a casual nature as well as comfortably for work. We've a friendly team in the office and hold fun 'away-days' as well as other social gatherings!

The internship is unpaid but local travel expenses will be refunded. Internships are based in our office in down town Barcelona.

Company Details

Address Gran Via Corts Catalanes 575, 1-1

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Website www.arquitecturareversible.org

Chamber of Commerce registration number J65259301

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