

ERASMUS INTERNSHIPS - DOCLISBOA 2024

Internship protocol data:

- **Company fiscal name:** Apordoc - Associação pelo Documentário
- **VAT number:** 504649418
- **Registered office:** Rua da Rosa 277, 2º, 1200-385 Lisboa, Portugal
- **Name and position of the person representing the entity in the internship protocol:** Laura Lomanto
- head of production

Work places:

Main: Culturgest (Lisbon), Rua Arco do Cego 50, 1000-300 Lisbon
 Secondary: Cinema São Jorge and Cinemateca Portuguesa (Lisbon)

Languages spoken by the team:

Portuguese, English, Italian, French and Spanish (Castilian)

2 internships - programme department

- Name and position of internship coordinator: Luca D'Introno - programme coordinator

- Profile/Requirements:

- Students of cinema, video, audiovisual, or similar.
- Portuguese is **not** mandatory.
- Knowledge of video editing.
- A love for cinema.

- Tasks:

- Assistance in producing audiovisual content for the festival.
- Assistance in relations with programmers, venues and technical staff.

- Duration: 150h/200h - **flexible**, depending on the requirements of the internship

- Start and end date of internship: September 11 to October 28 - **flexible**, according to the requirements of the curricular internship

- Allowances: meals during the festival (October 17-27)

1 internship - guest office department

- Name and position of internship coordinator: Milagros Cabral - guest office coordinator

- Profile/Requirements:

- Proficiency in English.
- Portuguese is **not** mandatory.
- Strong sense of organization and responsibility.
- Proficiency in excel/google sheets.

- Tasks:

- Assistance in welcoming and organizing guests.

- Duration: 120h/150h - **flexible**, depending on the requirements of the traineeship

- Start and end date of internship: September 23rd to October 28th - **flexible**, depending on the requirements of the curricular internship

- Allowances: meals during the festival (October 17-27)

1 internship - invitations and accreditations department

- Name and position of internship coordinator: Emanuela Chinelli - invitations and accreditations coordinator

- Profile/Requirements:

- Proficiency in English.
- Portuguese is **not** mandatory.
- Strong communication skills and responsibility.
- Proficiency in excel/google sheets.

- Tasks:

- Accreditation management (under the supervision of the department coordinator).
- Assistance with managing invitations and premiere protocol.

- Duration: 120h/150h - **flexible**, depending on the requirements of the curricular internship.

- Start and end date of internship: September 30 to October 28 - **flexible**, depending on the requirements of the curricular internship

- Allowances: meals during the festival (October 17-27)

1 internship - jury monitoring department

- Name and position of trainee coordinator: jury monitoring coordinator (to be confirmed)

- Profile/Requirements:

- Proficiency in English.
- Portuguese is **not** mandatory.
- Strong communication skills and responsibility.
- A love for cinema.

- Tasks:

- Assistance in the hosting/accompaniment of festival jurors (at events and screenings).
- Assistance in the organization of activity calendars.

- Duration: 120h/150h - **flexible**, depending on the requirements of the internship

- Start and end date of the internship: September 30 to October 28 - **flexible**, depending on the requirements of the curricular internship

- Allowances: meals during the festival (October 17-27)

1 internship - industry department

- Name and position of trainee coordinator: Marina Thomé - industry coordinator (Nebulae and Arché)

- Profile/Requirements:

- Proficiency in English.
- Proficiency in Spanish (**preferred**).
- Portuguese is **not** mandatory.
- Strong communication skills and responsibility.
- A love for cinema.

- Tasks:

- Assistance in executive production and accompaniment of [Arché](#) activities and events (and participants).
- Assistance in executive production and accompaniment of [Nebulae](#) activities and events (and participants).

- Duration: 150h/200h - **flexible**, depending on the requirements of the internship.

- Start and end date of the internship: September 11 to October 28 - **flexible**, depending on the requirements of the curricular internship

- Allowances: meals during the festival (October 17-27)

Contact:

Maria João Malheiro
(production coordinator)

parceiros@doclisboa.org

+351 927442240