



Hospitality internship @ Pohoda Festival 2019

Business Studies and/or Management Science, Communication and Information Sciences, Humanities

Pohoda Festival is a music and arts festival in Slovakia with an international acclaim, where alternative, indie, electronica, world music & punk meet classical; alongside literature, dance, visual art, film and theatre. The festival takes place in Trenčín, from the 11th till the 13th of July. The main office is located in Svätý Jur, a little city next to Bratislava. The core team exists of 10 ambitious people with each their own specialty on the festival.

Your position:

You will be responsible for a part of the preparation regarding the hospitality and catering at the festival Pohoda, communicating with foreign guests - providing flight tickets, accommodation and so on. During the festival you will be in contact with foreign guests of the festival (journalists, speakers, agents). You will work close together with Monika Matiašovská our Booking & Contracts & Artist Hospitality manager.

Your tasks:

- Updating excel sheets
- Preparing emails for agents
- Maintaining the contact with foreign guests
- Going through hospitality riders
- Supporting Monika with others tasks

Your qualities:

- You are currently following a bachelor- or master degree in hospitality or business management (or a similar study)
- Fluent in English (writing & speaking), Slovak and other languages is a plus.
- Knowledge of Excel & Word

Our offer:

- A full time internship from **1st April till the 19th of July 2019**
- A job experience with a lot of variation in a small, dynamic team
- Good coffee everyday
- Accommodation and food for your stay on the festival site (+- 3 weeks)
- Breaks with table football competitions
- An unforgettable experience

Interested?: Send your motivation letter and cv towards international@pohodafestival.sk, "Application for the hospitality internship from FIRSTNAME LASTNAME", before **November 30th 2018**.