

intern abroad

2018

*Internship
Catalog*



AREAS OF INTEREST

Accounting & Finance

Business & Communications

Hospitality & Tourism

Information Technology

Production & Video

Accounting
&
Finance

ERNST & YOUNG

Professional Services Firm

Department: Accounting and Finance

Availability: 2 interns (full or part time)

Summary

The Ernst & Young Center for Business Knowledge® (CBK) and its network of local centers enable global, firm wide knowledge sharing practices to meet our client needs and support our people.

Ideal Candidate

Ideal for economics, finance, business and marketing majors. There are a number of different divisions you might work in depending on your wishes and the Prague offices needs. Whether you join Advisory, Assurance, Tax, or Transaction Advisory Services, you'll collaborate with a diverse group of talented individuals ready to share their knowledge and experience to help you succeed. This collaborative approach extends to the way we work with clients: you'll learn how we forge successful relationships with businesses and other types of organization to help them achieve their potential.

Intern Description

In the Prague office, the group works to ensure that all clients and professionals have the right resources to apply the experience and thought leadership of their colleagues and industry leaders throughout the world. Responsibilities include,

- Conducting detailed and interesting research for the center of business knowledge at Ernst and Young.
- Doing research on various companies and markets in Central and Eastern Europe
- Drafting write ups for other employees in the company so that they have a better understanding of current and potential clients and their markets, or

- Writing for the company as a whole about markets and major players.
- One project interns recently completed was collecting research for a healthcare company in Central Europe then putting together a PowerPoint presentation for the client.

There are a number of different divisions you might work in depending on your wishes and the Prague offices needs. Whether you join Advisory, Assurance, Tax, or Transaction Advisory Services, you'll collaborate with a diverse group of talented individuals ready to share their knowledge and experience to help you succeed. This collaborative approach extends to the way we work with clients: you'll learn how we forge successful relationships with businesses and other types of organization to help them achieve their potential. Interns usually work in small teams and so far, this has been one of the most popular internships for those with an interest in tax, consultation, audit and law. The past interns have all loved this position. You have a huge variety of roles and client service opportunities to choose from. And while that's exciting, it can also be challenging.



KPMG

Professional Services Firm

Department: Accounting and Finance - Higher level, Accounting or Finance Major Required

Availability: 2 Interns (full time)

Summary

KPMG is a global brand providing Audit, Tax, Advisory and Legal services and industry insight to help organizations negotiate risks and perform in the dynamic and challenging environments in which they do business. Clients include business corporations, governments and public sector agencies and

not-for-profit organizations. They look to us for a consistent standard of service based on high order professional capabilities, industry insight and local knowledge.

We have specialized staff with many different skills and backgrounds, and we are flexible - we adapt our services and develop new ones to meet the needs of clients as market conditions change. Interns are a part of our group and while they will work hard, the position is rewarding and challenging.

Intern Description

Responsibilities include assisting the firm and internal organizations in meeting their compliance requirements and helping them to develop and add value to their business structure. Interns are a key part of this, providing the team with research on various companies and markets in Central and Eastern Europe and writing briefs for other employees in the company so that they have a better understanding of current and potential clients and their markets. Interns usually work in small teams and so far, this has been one of the most popular internships for those with an interest in tax, consultation, audit and law.

There are a number of different divisions you might work in depending on your wishes and the Prague offices needs at the time of the internship. Whether you join Advisory, Audit or Tax, you'll collaborate with a diverse group of talented individuals ready to share their knowledge and experience to help you succeed. This collaborative approach extends to the way we work with clients: you'll learn how we forge successful relationships with businesses and other types of organization to help them achieve their potential.



PRICE WATERHOUSE COOPERS

Professional Services Firm

Department: Accounting and Finance - Senior level Management Consulting, Accounting, Major in Accounting or Finance Required

Availability: 1 Intern (full time)

Summary

Price Waterhouse Coopers is the brand under which tens of thousands of dedicated professionals in independent firms throughout the world collaborate to provide audit, consulting, financial advisory, risk management and tax services to selected clients.

Our firm provides services in a particular geographic area and is subject to the laws and professional regulations of the particular country or countries in which it operates. PwC does not itself provide services to clients rather each member firm is separate and distinct legal entities, which cannot obligate each other, meaning each member firm are liable only for their own acts or omissions and not those of each other. Each PwC member firm is structured differently in accordance with national laws, regulations, customary practice, and other factors, and may secure the provision of professional services in its territory through subsidiaries, affiliates and/or other entities. Here in the Czech Republic, we operate in all the major cities, with a highly skilled and powerful team of top executives.

It is a key strength of PwC – and a sign of the quality, depth and breadth of our services – that our client relationships span companies ranging from the largest global multinationals to many small and medium-sized enterprises. Our clients are also based in almost every country in the world, each with its own business environment and trends.

Yet, despite this huge diversity, we find that our clients across the globe often face very similar challenges in achieving sustainable growth and delivering value to their stakeholders. Helping companies rise to these challenges and find the growth they are seeking is what PwC does best.

PwC's proposition to our people and to that extent, we foster interns with the hope that they will someday, become a part of our bigger vision.

Your career is just that: yours. You choose it. You live it. You make it happen. To get the best from it, you need the best opportunities.

That's why opportunities are at the heart of PwC careers. Opportunities to grow as an individual, to work flexibly, to build lasting relationships and make an impact in a place where people, quality and value mean everything. The skills, insights and connections you develop at PwC are career defining wherever your career may take you.

Talent, hard work and opportunity. You provide the first two, we'll take care of the rest. It's the opportunity of a lifetime. Take it.



MARRIOTT HOTEL

Finance

Department: Finance

Availability: 1 Interns (full time)

Summary

Prague is one of Europe's most enchanting cities. The Marriott Hotel is just steps from Old Town Square and all major attractions. This upscale hotel in Prague evokes classic European charm and welcomes guests with elegant accommodations and first rate service. Known for first-class conference venues, this Marriott offers meeting space that is perfect for intimate gatherings or large events.

The hotel offers 293 guest rooms and 35 suites with a safe, 32-inch LCD TV and broadband Internet access. There is also a World Class Health Academy, one of the largest health and spas in the city featuring a swimming pool, sauna, whirlpool and fully equipped gym. Our Midtown Grill restaurant offers the best steaks in Prague, international and local cuisine, and the finest Czech and international wines and our very own Espressamente Illy coffee shop which offers 20 varieties of authentic Italian coffee.

Ideal Candidate

The ideal candidate will be interested in interning in the Finance Department specifically at the Marriott Hotel Prague. Interns should have a background in finance and accounting or at least several courses in the field.

Intern Description

This position is ideal for someone with a finance and accounting background. You will work directly with the Director of Finance and the team on all general hotel accounting projects. Projects vary each summer but interns are always deeply engaged in all aspects of the department and are never bored.



Marriott®
PRAGUE

HOTEL INTERCONTINENTAL **UNFINISHED**

Finance and Accounting

Department: Finance and Accounting

Availability: 2 Interns (full or part time)

Summary

Discover the first-class comfort of the InterContinental Prague. Beautifully nestled in the heart of downtown, situated on the corner of Prague's Jewish Quarter, the hotel offers captivating views of "The City of One Hundred Spires."

Located on Prague's most famous and luxurious shopping boulevard 'Parizka' connecting the historical Old Town Square with the banks of the Vltava River, the InterContinental Prague is a truly exceptional Prague hotel. Our exclusive accommodations provide the perfect base to explore the shops, restaurants, and architectural treasures that give this region its distinctive character. Enjoy majestic skyline and romantic river views at every turn. Or admire the city from our unique rooftop, gourmet restaurant, Zlata Praha. An enchanting destination unto itself, this exceptional Prague Czech Republic hotel offers elegance and comfort in a premier downtown setting.

- Overlooking the Vltava River, in the heart of central Prague, Czech Republic
- Two blocks from Old Town Square attractions, shopping, and restaurants
- A short walk from the Astronomical Clock, Charles Bridge, and Paris Street shopping
- Only five minutes from Main Railway Station, for easy access throughout the city
- Just 20 minutes from Prague Ruzyne International Airport (PRG)

Ideal Candidate

The ideal candidate will be interested in learning about all areas of the hotel; from guest services to sales, to marketing to day to day Marriott activities. Interns should be prepared to move through different departments and work on projects that are in progress during the busy summer months.

Intern Description

Responsibilities include but are not limited to:

- Compose and prepare routine correspondence, deal with guests in a variety of modes depending on what is needed during the busy summer months. One of the key areas will be Operations – The intern will rotate through operational departments to get an idea of how these departments work together.
- Our Interns will work with our marketing and Sales Department of Corporate to gain a better understanding of the brand and assist with social media and marketing for the hotel
- Organize daily incoming correspondence, make preliminary assessment and handle/respond as appropriate, prepare simple interpretation of documents/correspondence if requested
- Establish and maintain various filing/records/database of business contacts, create daily reports, trace pending items and follows up as appropriate
- Perform other duties as assigned by GM/DOSM etc. which could include rotating around the various sectors of the hotel in order for the intern to gain familiarity with a variety of the functions of a luxury hotel.



INTERCONTINENTAL
PRAGUE

Business
&
Communications

HOLMES PLACE

Health & Fitness Center

Department: Marketing and General Management

Availability: 2 Interns (full time)

Summary

Holmes Place clubs are 'members only' clubs. We are talking about 100 health, fitness & lifestyle clubs that run around the world and count more than 250.000 fanatical members, people who, through Holmes Place clubs, have gained an upgraded lifestyle and a renewed quality of life.

Holmes Place Health Clubs are locations of leading quality and aesthetics, providing excellent equipment and exceptional services, combining physical exercise, relaxation, treatment and entertainment. Thus, they represent for you the ideal environment to escape your everyday routine, and feel regenerated while they help you lead a healthier and fitter lifestyle.

Ideal Candidate

Looking for a self-motivated individual with an interest in health, fitness and wellness. Interns that are dynamic, independent, self motivated, creative and innovative are invited to apply.

Intern Description

The interns work directly within the Holmes Place marketing team under the supervision of the Marketing and Sales Manager and have frequent contact with the Sales and Marketing Director for Europe, who is based in Prague. Interns are assigned individual projects, which makes the position really exciting. This past summer, interns worked on a marketing plan for the club. This internship requires interns to work long hours but the time frames are flexible.

The intern will be exposed to all aspects of the health club operation including customer facing roles such as reception and sales and also back office club administration. Depending on the quality of intern, we would also be prepared to give them some time within our head office which would give them experience of a central finance team.

All interns work with the marketing department and gain exposure to all top level managers throughout the internship. Interns with other interests have also spent time with senior regional managers, such as the COO and Head of Legal & Business Relations for Central Europe.

Projects that summer interns have worked on include:

- Development of the Holmes Place promotions team concept;
- Recruitment and training of promotions assistants;
- Client satisfaction surveys;
- Writing new marketing plans
- Monitoring of competitive businesses.

Interns are also encouraged to suggest their own projects to support their own specific interests. This is one of the most popular internships because General Manager and Head of Legal and HR take responsibility for the position and make it really exciting and challenging and... the interns receive a full membership to the club for free for the entire duration



JAMA

Restaurant & Tourism

Department: Marketing and General Business

Availability: 2 Interns (full or part time)

Summary

Max Munson and Glenn Spicker were both born in North America. They both came to Prague in the early 1990's with big plans for business: RESTAURANTS. Not only a restaurant, but one with good food, excellent service, a hip and young atmosphere and drink specials that could not be found in typical Czech pubs. Back in the 90's, then Max and Glenn started out, owning a bar in Prague meant dealing with nightly problems such as inconsistent employees, bribing public officials to get the necessary licenses, health inspectors, loud foreign tourists and difficult laws. But they hung in there through all the wild times.

Don't worry, the nightlife and the business climate have matured since then! Now Max and Glenn own a number of very successful and popular venues that are top quality. Now, they need help marketing their restaurants to both locals and foreigners.

Ideal Candidate

This part time internship position is ideal for someone interested in the hospitality field particularly food service, marketing or business. The interns will work with the American and Canadian Restaurateurs and will be responsible for providing a range of marketing and administrative support activities for the restaurant. The work is independent and task driven.

Intern Description

Both the owners have a number of different successful restaurant chains and are anxious to have young students and interns help direct their business in a modern way. The interns will each be assigned to Max and Glenn but will work together, promoting as a team both of their restaurants. The best part, the intern will be entitled to some food and bev in return.

This past summer the interns were engaged in creating information to send to guide books, reaching out to tour companies to establish partnerships, advertising and developing a marketing strategy for both companies. It received very high reviews.

- Prepares routine correspondence, deals with guests in a variety of modes depending on what is needed
- Organizes daily incoming correspondence and performs other administrative assistant duties
- Assists with various events held by Jama
- Manage social media pages such as Facebook and Twitter
- Maintains various marketing research projects
- Performs other duties as assigned by GM/DOSM etc.



LIBERÁLNÍ INSTITUT

Non-Profit Organization

Department: Economic Research

Availability: 2 Interns (full or part time)

Summary

The Liberální Institut is a non-governmental, non-partisan, non-profit think tank for the development, dissemination and application of classical liberal ideas and programs based on the principles of classical liberalism.

The Liberální Institut's activities are based on the recognition of the following principles:

- all men are created equal and are endowed by inalienable rights to life, liberty and property
- individual freedom is the foundation of all other values, provided that it is understood as the negative freedom to protect oneself from external aggression, not as a positive freedom to manipulate others, and provided that freedom and the rule of law are inseparable
- the individual actor knows best what is in his/her interest (the principle of utilitarian autonomy)
- freedom is impossible without the institution of private property

These principles were recognized by the F. A. Hayek Club, which was founded during the period of the "Velvet Revolution" in the Fall of 1989. The F. A. Hayek Club was transformed into the Liberální Institut, which became officially registered on February 6th, 1990.

Ideal Candidate

This internship is good for anyone interested in economics, research and publishing, non-for-profits and independent based project work of all kinds.

Intern ship Description

Liberální Institut focuses on three types of activities: **education, research, and publication.** The LI staff organizes four educational events and two essay contests every year, conducts applied research in five broad areas, and has published more than 70 books since 1990. It has become not only a respectable educational institution and renowned research center but also the biggest publishing house of liberal literature. Interns will conduct research on the healthcare sector of economics.



PRAGUE SHAKESPEARE CO.

Theatre Company

Department: Marketing, Administrative, Acting, Designing + Event planning

Availability: 2-3 Interns (full or part time)

Summary

The Prague Shakespeare Company was founded in early 2008 in Prague, Czech Republic by Guy Roberts, filling a void of professional English-language classical theatre in Central Europe. Since its inception PSC has fulfilled a vital need for English-language classical theatre events for both native and expat audiences in Central Europe and enriched the lives of numerous artists and students through a variety of public events including performances, workshops, lectures and classes.

Key partnerships in the Czech Republic have included performances and collaborations with Divadlo Miloco, Divadlo Komédie, Prague Playhouse, Bear Educational Theatre, the Globe Bookstore and Cafe and the Prague Film School. Key individual support from Steve Zinkgraf, Jeff Smith, Kendrick Ong, David Fellowes, Vanessa Gendron, Dan Brown, Jeff Fritz, Mel Rada and David Fisher among numerous other Artistic Company Members has also been instrumental to the success of PSC, especially in its early days.

Intern Description

Prague Shakespeare Company offers a variety of unpaid internships in its Administration, Education, Fundraising and Marketing Departments. We also always accept applications for Actors, Directors, Designers, Stage Managers, Technicians and Stage Crew for future consideration.

One key area for a summer intern would be our Marketing Department. The ideal Marketing Specialist candidate should be experienced with graphic design, social media, guerrilla marketing, press releases, and creative marketing solutions.

We also have space for event planning interns. Positions will vary from summer to summer depending on the schedule and productions.



PROJECT SYNDICATE

Online Editorial & Public Benefit Organization

Department: Journalism, International Relations, Market Research, Social Media, Public Relations

Availability: 2 interns (part time)

Summary

Project Syndicate is a public benefit corporation based in the Czech Republic. The organization provides the world's foremost newspapers with exclusive commentaries by prominent leaders and opinion makers. It currently offers 58 monthly series and one weekly series of columns on topics ranging from economics to international affairs to science and philosophy. And with over 450 member newspapers in 150 countries (75% of the world), *Project Syndicate* is at the forefront of the changes affecting media around the world.

Project Syndicate is committed to maintaining the broad intellectual scope and global reach that readers need to understand the issues and choices shaping their lives. As a result, *Project Syndicate's* commentators reflect the world in all its variety of professions, national and cultural backgrounds, and political perspectives. Commentary is provided by world leading statesmen, economists, Nobel laureates, scientists and academics shaping the global debate on international relations, politics, economics, health, science, and development.

Ideal Candidate

- 1) Students interested in social media, new media marketing, technology, and journalism are encouraged to apply.
- 2) Students interested in international relations, economics, communications, journalism, marketing and other fields are encouraged to apply; language skills a plus.

Intern Description

This year, we are offering two intern tracks - Social Media Marketing and Memberships Outreach

1.) Social Media Marketing:

In preparation for the launch of its new website Project Syndicate is continuing to expand its social media presence. Help us grow our Twitter and Facebook followers, drive traffic to our site and learn key social media skills from Project Syndicate's Social Media Manager and SEO specialist.

Responsibilities include managing a news and opinion blog, and sharing our content via social media platforms.

2.) Membership Outreach:

Project Syndicate is continuing its efforts to expand around the world and interns will likely be asked to do research into media markets with the aim of inviting quality, independent newspapers in developing countries to join Project Syndicate.

Responsibilities include researching media markets in developing countries, and outreach to the elite publications within those markets.

PROJECT  SYNDICATE
A WORLD OF IDEAS

V6, PRAGUE RADIO AND CITY SPY

Entrepreneurial Startup Venture

Department: General Business/Management/IT

Availability: 2 interns (full or part time)

Summary

A Prague-based business that develops & nurtures start-up ideas. With a portfolio of 5 projects rolling; it's a busy, international team who are self-sufficient "do-ers" and problem solvers. We're well organized and adventurous. Get involved.

Da Boss-Kenny is a respected, long-standing Entrepreneur. He has specialized in End-User Computing for the last 8 of his 17 years in professional services out of a total of 25 in technology and as a small business owner. As an astute ideas guy, he develops and nurtures ideas & opportunity; bringing products & services to fruition; driving revenue through efficient use of technology & speed-to-market. Generally, Kenny is a strong & direct manager of teams with a tenacious focus on the end goal, but who motivates through camaraderie, comedy, doughnuts and pizza.



Intern Description

This year, we are offering two intern tracks - Social Media Marketing and Memberships Outreach

1.) The CRM role:

- Administer and maintains contact data within v6's group CRM system
- Keep opportunities up-to-date
- Keep out field-sales people tasked with activity to close deals
- Maintain pricing and product info
- Full training given
- Co-working space provided
- Lunch provided
- Funny people
- Ad-hoc assistance on other projects
- Independence required, self-starter, quick learner, ready to get working fast with little supervision

2.) Web Content curator role:

- Review and update content as required to ensure visually attractive reading
- Create new content from supplied media (text, video, photos)
- Share & promote via social media platform
- Develop content plans for authors
- Seek out new sources of content
- Full training given
- Co-working space provided
- Lunch provided
- Funny people
- Ad-hoc assistance on other projects
- Independence required, self-starter, quick learner, ready to get working fast with little supervision

IMPROMPTME

Social platform

Department: Marketing, Technology and Graphic Design

Availability: 3 interns (full or part time)

Summary

ImPromptMe A social platform that gives access to a whole new world of unlimited possibilities where friendships, networks and business connections are just a click away. We give you (and all of us!) the chance to step outside of the online world and truly experience others with the help of a platform designed exactly for this purpose.

Technology connected the world, but disconnected people. It shifted our focus from creating quality relationships with others to creating a vast number of shallow connections instead. It got us messaging each other instead of talking to each other. That is why *ImPromptMe* is here, to allow you to build meaningful relationships through the efficiency of online connectivity. Because after all, this can only truly be done in person! Join our team.



Intern Description

A condition for all positions is independence. I and my team will be happy for any help we can get and we will teach them in return, but our interns need to be capable of learning quickly and working on their own without a constant supervision. We work in a co-working networking space, interns have total flexibility but need to be able to meet deadlines in an unsupervised environment.

1. We need **marketing** folks. Can you could help us with our social-media accounts, manage them and/or collect & create content and help with customer support?
2. We'd love a **tech intern** with at least an intermediate knowledge of C# and/or .Net coding languages. Any technical skill can be of use to us.
3. We also could use someone who is into **graphic design**. We'd be happy to take you on board to help us and teach you something new.

Hospitality
&
Tourism

KOFEIN TAPAS RESTAURANT

Restaurant & Tourism

Department: Hospitality/ Customer Service

Availability: 1 Intern (full or part time)

Summary

The Kofein Restaurant is a unique family restaurant in Vinohrady in downtown Prague. They came up with this concept several years ago when they first encountered tapas, small portions of various tasty appetizers served in Spanish bars with wine or beer or on their own. For Kofein, tapas mean more than just food; they are an expression of a life style. They provide an opportunity to meet friends over a glass of wine or beer and enjoy a few small snacks. Tapas are a way to prolong and vary the enjoyment of eating without regard to the size of the portion on your plate.

This family restaurant is the product of a vision combined with many years of experience in international cuisine. They place great emphasis on freshness and the quality of ingredients, which they carefully choose for you from local sources wherever possible, and on their careful preparation. They have a great environment in a unique venue which is busy at both lunch and dinner.

Ideal Candidate

The internship will cover a wide range of areas and will be suitable for someone interested in the restaurant industry, either from the front of the house or back of the house perspective. The intern for this family start up need to be willing to work independently and help the team boost its customers and make a name for itself.

Intern Description

We will arrange an internship that allows the successful candidate to see the restaurant from the food and beverage side as well as from the business side, including assisting with marketing strategies that reach both Czech and visiting clients. The intern must have some knowledge of the hospitality industry, be flexible and willing to work different hours, interact with our current Czech team and be capable of thinking creatively.

The intern's responsibilities include but are not limited to,

- Composes, prepares routine correspondence, deals with guests in a variety of modes depending on what is needed
- Organizes daily incoming correspondence and performs other administrative assistant duties
- Maintains various marketing research projects and assists with business strategy and entrepreneurship
- Performs other duties as assigned by owners etc.



MARRIOTT HOTEL

Hotel & Tourism

Department: Hospitality + General Management

Availability: 2 Interns (full or part time)

Summary

Prague is one of Europe's most enchanting cities. The Marriott Hotel is just steps from Old Town Square and all major attractions. This upscale hotel in Prague evokes classic European charm and welcomes guests with elegant accommodations and first rate service. Known for first-class conference venues, this Marriott offers meeting space that is perfect for intimate gatherings or large events.

The hotel offers 293 guest rooms and 35 suites with a safe, 32-inch LCD TV and broadband Internet access. There is also a World Class Health Academy, one of the largest health and spas in the city featuring a swimming pool, sauna, whirlpool and fully equipped gym. Our Midtown Grill restaurant offers the best steaks in Prague, international and local cuisine, and the finest Czech and international wines and our very own Espressamente Illy coffee shop which offers 20 varieties of authentic Italian coffee.

Ideal Candidate

The ideal candidate will be interested in learning about all areas of the hotel; from guest services to sales, to marketing to day to day Marriott activities. Interns should be prepared to move through different departments and work on projects that are in progress during the busy summer months.

Intern Description

Responsibilities include but are not limited to:

- Compose and prepare routine correspondence, deal with guests in a variety of modes depending on what is needed during the busy summer months. One of the key areas will be Operations – The intern will rotate through operational departments to get an idea of how these departments work together.

- Our Interns will work with our marketing and Sales Department of Corporate to gain a better understanding of the brand and assist with social media and marketing for the hotel

- Organize daily incoming correspondence, make preliminary assessment and handle/respond as appropriate, prepare simple interpretation of documents/correspondence if requested

- Establish and maintain various filing/records/database of business contacts, create daily reports, trace pending items and follows up as appropriate

- Perform other duties as assigned by GM/DOSM etc. which could include rotating around the various sectors of the hotel in order for the intern to gain familiarity with a variety of the functions of a luxury hotel.



The logo for Marriott Prague features the word "Marriott" in a large, red, stylized serif font. Below it, the word "PRAGUE" is written in a smaller, red, all-caps sans-serif font. A thick red horizontal line is positioned below the word "PRAGUE".

HOTEL INTERCONTINENTAL

Hotel & Tourism

Department: Hotel Management and Operations

Availability: 2 Interns (full or part-time)

Special Requirement: Resume w/ Photo Attached

Summary

Discover the first-class comfort of the InterContinental Prague. Beautifully nestled in the heart of downtown, situated on the corner of Prague's Jewish Quarter, the hotel offers captivating views of "The City of One Hundred Spires."

Located on Prague's most famous and luxurious shopping boulevard 'Parizka' connecting the historical Old Town Square with the banks of the Vltava River, the InterContinental Prague is a truly exceptional Prague hotel. Our exclusive accommodations provide the perfect base to explore the shops, restaurants, and architectural treasures that give this region its distinctive character. Enjoy majestic skyline and romantic river views at every turn. Or admire the city from our unique rooftop, gourmet restaurant, Zlata Praha. An enchanting destination unto itself, this exceptional Prague Czech Republic hotel offers elegance and comfort in a premier downtown setting.

- Overlooking the Vltava River, in the heart of central Prague, Czech Republic
- Two blocks from Old Town Square attractions, shopping, and restaurants
- A short walk from the Astronomical Clock, Charles Bridge, and Paris Street shopping
- Only five minutes from Main Railway Station, for easy access throughout the city
- Just 20 minutes from Prague Ruzyně International Airport (PRG)

Ideal Candidate

Come join our hotel team. We are looking for dynamic, out-going and fun interns for our hotel operations. You might find yourself in the marketing department, maybe finance, maybe guest services. Where will you fit in?

Intern Description

Responsibilities include but are not limited to:

- Compose and prepare routine correspondence, deal with guests in a variety of modes depending on what is needed during the busy summer months. One of the key areas will be Operations – The intern will rotate through operational departments to get an idea of how these departments work together.
- Our Interns will work with our marketing and Sales Department of Corporate to gain a better understanding of the brand and assist with social media and marketing for the hotel
- Organize daily incoming correspondence, make preliminary assessment and handle/respond as appropriate, prepare simple interpretation of documents/correspondence if requested
- Establish and maintain various filing/records/database of business contacts, create daily reports, trace pending items and follows up as appropriate
- Perform other duties as assigned by GM/DOSM etc. which could include rotating around the various sectors of the hotel in order for the intern to gain familiarity with a variety of the functions of a luxury hotel.



INTERCONTINENTAL®
PRAGUE

MARK LUXURY HOTEL

Hotel & Tourism

Department: Marketing and General Business

Availability: 1 Intern (full or part time)

Summary

The baroque Palace “U Věžníků” has gone through many changes since its inception in 15th century. Mark Luxury Hotel in Prague offers an appealing blend of the historical and contemporary throughout its premises.

Ideal Candidate

This internship position is ideal for someone interested in the hospitality field or business. The intern will be responsible for providing a range of executive administrative support activities for the Executive offices of the hotel.

Intern Description

- Composes, prepares routine correspondence, deals with guests in a variety of modes depending on what is needed
- Assist with reservations and guest relations
- Assists with social media for the hotel
- Organizes daily incoming correspondence, makes preliminary assessment and handles/responds as appropriate, prepares simple interpretation of documents/correspondence if requested.
- Establishes and maintains various filing/records/database of business contacts, traces pending items and follows up as appropriate
- Performs other duties as assigned by GM/DOSM etc. which could include rotating around the various sectors of the hotel in order for the intern to gain familiarity with a variety of the functions of a luxury hotel.



MAXIMILIAN HOTEL

Hotel & Tourism

Department: Hospitality

Availability: 1 Intern (full time)

Summary

The Hotel Maximilian is one of Prague's luxury hotels, located 10 minutes walking from Prague's main attractions such as Old Town square, Charles Bridge, Wenceslas Square, and the Concert Halls on the quiet and peaceful Haštalské náměstí, facing the magnificent St. Hastal church. Built as a three-aisled Gothic basilica in the mid-14th century, the interior was rebuilt in Baroque style after a fire destroyed it in 1689.

The hotel is comprised of 2 buildings ("Black House and Red House"), offers 70 Deluxe and Superior Deluxe Rooms, a restaurant, health spa and conference rooms.

The focus of the hotel is that all guests will enjoy professional service, friendly staff, and a high standard of quality. The hotel also has a busy conference facility where their International team will gladly assist you in Czech, English, German, Hungarian, Italian and Slovakian languages. Conference facilities have air-conditioned rooms - 40 square meters with daylight and a terrace. They also have a Library, Drawing Room, Gallery and an Asian Wellness Studio.

Ideal Candidate

This internship position is ideal for someone interested in the hospitality field or business. The intern will be responsible for providing a range of executive administrative support activities for the Executive offices of the hotel.

Intern Description

The intern will visit all departments throughout the 4 to 6 week internship, including but not limited to the front desk, human resources department, sales and marketing, design and conference area. The intern will work as a team member with our Czech and foreign employees and undertake both daily hotel management as well as exciting project work as needed.

- Discover the hotel (physical property, departments, managers, how this property functions.
- Sales / Marketing / Reservations – rotate through the different departments to see how we operate. (This hotel is different than other hotels as we try and succeed in differentiating ourselves). We have a position called Creative Director and our interns will spend part of their time with this Director.
- Operations – The intern will rotate through operational departments to get an idea of how these departments work together.
- Assist with social media and marketing for the hotel
- Organize daily incoming correspondence, make preliminary assessment and handle/respond as appropriate, prepare simple interpretation of documents/correspondence if requested
- Establish and maintain various filing/records/database of business contacts, trace pending items and follows up as appropriate
- Performs other duties as assigned by GM/DOSM etc. which could include rotating around the various sectors of the hotel in order for the intern to gain familiarity with a variety of the functions of a luxury hotel.



BARCELO HOTEL GROUP- THE OCCIDENTAL PRAHA HOTEL

Hotel & Tourism

Department: Hospitality

Availability: 2 Interns (full or part-time)

Summary

The Occidental Praha**** hotel (member of the Barceló Hotel Group and formerly Barceló Praha) is ideally located near the Congress Centre in the financial district. It has good links to the Vaclav Havel International Airport and is very close to tourist attractions such as Vyšehrad, Wenceslas Square and Prague Castle, making it a great option both for business trips and holidays.

All the rooms are decorated in subtle colors and have been designed to ensure guests enjoy the most modern levels of comfort. That's why they boast the latest equipment.

The hotel has its own multifunctional meeting rooms with natural light and capacity for up to 350 people. It is also a short walking distance from the offices of Hewlett Packard, Raiffeisenbank and Microsoft.

Ideal Candidate

This internship position is ideal for someone interested in the hospitality field or business.

Intern Description

Looking for interns who are ready to work hard and have fun. We provide a welcoming staff to all our guests and hope to host interns with the philosophy that all guests are important. We want you to come and enjoy Prague and enjoy the hotel services.



EMPIRENT/AIRBNB

Accommodation & Tourism

Department: Hospitality

Availability: 2 Interns (full or part-time)

Summary

Empirent specializes in providing luxury handpicked Apartments & Penthouses located in the center of Prague, for Short-term basis. Our stunning vacation or business rentals and premiere customer service will elevate your stay and offers all the comforts of home with the charm of Prague living.

Come join our experienced and friendly team! Luke is a Metro State University graduate and is looking forward to providing on the job training to interns, he is ready to assist and help with any additional responsibilities.

Intern Description

1. Hospitality Manger-setting up Airbnb profiles for new apartments and marketing them to new clients
2. Guest Services-dealing one-on-one with Airbnb guests, establishing relationships, assisting with check in to the property, helping with events and reservations and general hospitality management.



MOSAIC HOUSE HOTEL

Hotel & Tourism

Department: Marketing, Hospitality and Customer Service

Availability: 2 Interns (full or part -time)

Summary

It began in 2007 in South Carolina, USA, David Baker and Daniel Park, best friends from college, dreamt up the idea of a place where many different people from many places, cultures, and backgrounds could come together. The place would be called MOSAIC HOUSE. In 2008, the friends hopped on a jet plane to Europe, their backpacks full of enthusiasm and uncertainty, to discover if there was real potential for their imagined place. One year, several meetings and cups of coffee later, MOSAIC HOUSE had its team of financial partners, local engineers and designers. Together, they found the vacant building at Odborů 4 which was filled with original mosaics. It was meant to be!

Since the opening day on June 10th, 2010, the hotel has hosted thousands of guests, both young and old, in this incredibly dynamic and totally green environment. Today, MOSAIC HOUSE and its MUSIC BAR & LOUNGE, La Loca, remains an international destination to meet, mingle and experience unforgettable days and nights in our favorite city in the world.

About being GREEN:

- We have the first water recycling system in the Czech Republic
- We house the second grey water system with heat recuperation in the world
- We are the first hostel in the Czech Republic to utilize 100% renewable source electricity & 100% biogas
- We are proud to say we are the first and only hostel in the Czech Republic to achieve BREEAM
- In-Use "Excellent" certification

Intern Description

We are looking for an intern who is totally outgoing, fun, loves a bustling atmosphere, can cope with lots of guests and a busy busy busy environment. We have both private rooms and shared hostel rooms which can at times, be full to capacity. This means being flexible and able to keep up with a lot of guest traffic, customer needs and a ton of questions from travelers who cross through our door. We have music bar and lounge and many daily events, especially in summer.

A hospitality or food service background will be helpful. But mainly, we want someone who is ready to RUN!



JAMA

Restaurant & Tourism

Department: Marketing and General Business

Availability: 2 Interns (full or part time)

Summary

Max Munson and Glenn Spicker were both born in North America. They both came to Prague in the early 1990's with big plans for business: RESTAURANTS. Not only a restaurant, but one with good food, excellent service, a hip and young atmosphere and drink specials that could not be found in typical Czech pubs. Back in the 90's, then Max and Glenn started out, owning a bar in Prague meant dealing with nightly problems such as inconsistent employees, bribing public officials to get the necessary licenses, health inspectors, loud foreign tourists and difficult laws. But they hung in there through all the wild times.

Don't worry, the nightlife and the business climate have matured since then! Now Max and Glenn own a number of very successful and popular venues that are top quality. Now, they need help marketing their restaurants to both locals and foreigners.

Ideal Candidate

This part time internship position is ideal for someone interested in the hospitality field particularly food service, marketing or business. The interns will work with the American and Canadian Restaurateurs and will be responsible for providing a range of marketing and administrative support activities for the restaurant. The work is independent and task driven.

Intern Description

Both the owners have a number of different successful restaurant chains and are anxious to have young students and interns help direct their business in a modern way. The interns will each be assigned to Max and Glenn but will work together, promoting as a team both of their restaurants. The best part, the intern will be entitled to some food and bev in return.

This past summer the interns were engaged in creating information to send to guide books, reaching out to tour companies to establish partnerships, advertising and developing a marketing strategy for both companies. It received very high reviews.

- Prepares routine correspondence, deals with guests in a variety of modes depending on what is needed
- Organizes daily incoming correspondence and performs other administrative assistant duties
- Assists with various events held by Jama
- Manage social media pages such as Facebook and Twitter
- Maintains various marketing research projects
- Performs other duties as assigned by GM/DOSM etc.



***Information
Technology***

V6, PRAGUE RADIO AND CITY SPY

Entrepreneurial Startup Venture

Department: General Business/Management/IT

Availability: 2 interns (full or part time)

Summary

A Prague-based business that develops & nurtures start-up ideas. With a portfolio of 5 projects rolling; it's a busy, international team who are self-sufficient "do-ers" and problem solvers. We're well organized and adventurous. Get involved.

Da Boss-Kenny is a respected, long-standing Entrepreneur. He has specialized in End-User Computing for the last 8 of his 17 years in professional services out of a total of 25 in technology and as a small business owner. As an astute ideas guy, he develops and nurtures ideas & opportunity; bringing products & services to fruition; driving revenue through efficient use of technology & speed-to-market. Generally, Kenny is a strong & direct manager of teams with a tenacious focus on the end goal, but who motivates through camaraderie, comedy, doughnuts and pizza.



Intern Description

This year, we are offering two intern tracks - Social Media Marketing and Memberships Outreach

1.) The CRM role:

- Administer and maintains contact data within v6's group CRM system
- Keep opportunities up-to-date
- Keep out field-sales people tasked with activity to close deals
- Maintain pricing and product info
- Full training given
- Co-working space provided
- Lunch provided
- Funny people
- Ad-hoc assistance on other projects
- Independence required, self-starter, quick learner, ready to get working fast with little supervision

2.) Web Content curator role:

- Review and update content as required to ensure visually attractive reading
- Create new content from supplied media (text, video, photos)
- Share & promote via social media platform
- Develop content plans for authors
- Seek out new sources of content
- Full training given
- Co-working space provided
- Lunch provided
- Funny people
- Ad-hoc assistance on other projects
- Independence required, self-starter, quick learner, ready to get working fast with little supervision

IMPROMPTME

Social platform

Department: Marketing, Technology and Graphic Design

Availability: 3 interns (full or part time)

Summary

ImPromptMe A social platform that gives access to a whole new world of unlimited possibilities where friendships, networks and business connections are just a click away. We give you (and all of us!) the chance to step outside of the online world and truly experience others with the help of a platform designed exactly for this purpose.

Technology connected the world, but disconnected people. It shifted our focus from creating quality relationships with others to creating a vast number of shallow connections instead. It got us messaging each other instead of talking to each other. That is why *ImPromptMe* is here, to allow you to build meaningful relationships through the efficiency of online connectivity. Because after all, this can only truly be done in person! Join our team.



Intern Description

A condition for all positions is independence. I and my team will be happy for any help we can get and we will teach them in return, but our interns need to be capable of learning quickly and working on their own without a constant supervision. We work in a co-working networking space, interns have total flexibility but need to be able to meet deadlines in an unsupervised environment.

1. We need **marketing** folks. Can you could help us with our social-media accounts, manage them and/or collect & create content and help with customer support?
2. We'd love a **tech intern** with at least an intermediate knowledge of C# and/or .Net coding languages. Any technical skill can be of use to us.
3. We also could use someone who is into **graphic design**. We'd be happy to take you on board to help us and teach you something new.

***PRODUCTION
& VIDEO***

ESAC

International Education Program

Department: Photography, Videography, Journalism

Availability: 1 intern (full time)

Commitment: 4-6 weeks

Summary

European Study Abroad Center (ESAC) is an international education program. Each summer a number of students are selected to participate in one of two program types: study or intern abroad.

Ideal Candidate

This internship is intended for someone who is interested in creating short videos, taking photos, blogging and gaining knowledge and insight into study abroad and having a bit of fun! Ideal for communication, photo or video arts and design majors. The selected applicant will need to understand Final Cut Pro, Photoshop, Illustrator and provide their own equipment.

We are looking for someone who wants to get involved in the day to day activities of the organization, mainly by documenting the full program experience through photography and film. We're also looking for creative marketing ideas, creating print materials, website development and marketing incentives. This internship is ideal for someone who can work independently, enjoys a flexible schedule and can create amazing and fun videos for websites and YouTube without a great deal of supervision.

Intern Description

The selected applicant will have the advantages of the ESAC program in addition to an internship that will pay it forward. The student in this position will not only be able to enhance his or her resume but will have the chance to be published once the program is complete. Depending on the final project the student could also be hired to do additional projects in the future with ESAC.

Responsibilities include but are not limited to:

- Take a number of previously assigned, stock photographs
Use creative eye to capture the essence of the ESAC programs
- Manage and maintain a travel blog for ESAC website of the trips as well as photographs to accompany it
- Organize and maintain all photographs in Files along the way in a Dropbox
- Video games, events and major milestones of program
- Final project will include a photograph and video program recap and montage, blog series and promotional video(s)
- Create marketing and promotional campaigns that can be used to recruit students including videos and assistance/recommendations on revamping websites



LUCKY MAN FILMS

Film Production Company

Department: Production + Film Making

Availability: 1 Intern (full or part time)

Summary

Lucky Man Films is a company providing production of featured films, TV commercials and music videos. In 1999, Director David Ondricek founded the small production company Lucky Man Films in order to realize his debut feature, *Loners*. Since that time, the small production company has been successfully making films, commercials and music videos based in Prague and around the Czech Republic. In the succeeding years, LMF has become a solid, well-established brand as a full-service production provider not only in the Czech Republic but also among its international partners worldwide.

Ideal Candidate

The intern will work in a variety of different roles on the movie set. The intern should be flexible in terms of days of the week and hours because this is not a 9:00-5:00 job. The position may require the intern to work at night if shooting a night scene or in the early morning if shooting a dawn scene.

Intern Description

The primary role of the intern will be to assist and support the team and to oversee all aspects of current production. Sometimes the intern will take more of an executive role, especially those dealing with English language. The intern should also be prepared to focus on business matters, such as selecting venues and locations, budgets and contracts. In still other cases, the intern will be more involved with the day-to-day workings, participating in activities such as casting, set design and even directing.



PRAGUE SHAKESPEARE CO.

Theatre Company

Department: Marketing, Administrative, Acting, Designing + Event planning

Availability: 2-3 Interns (full or part time)

Summary

The Prague Shakespeare Company was founded in early 2008 in Prague, Czech Republic by Guy Roberts, filling a void of professional English-language classical theatre in Central Europe. Since its inception PSC has fulfilled a vital need for English-language classical theatre events for both native and expat audiences in Central Europe and enriched the lives of numerous artists and students through a variety of public events including performances, workshops, lectures and classes.

Key partnerships in the Czech Republic have included performances and collaborations with Divadlo Miloco, Divadlo Komédie, Prague Playhouse, Bear Educational Theatre, the Globe Bookstore and Cafe and the Prague Film School. Key individual support from Steve Zinkgraf, Jeff Smith, Kendrick Ong, David Fellowes, Vanessa Gendron, Dan Brown, Jeff Fritz, Mel Rada and David Fisher among numerous other Artistic Company Members has also been instrumental to the success of PSC, especially in its early days.

Intern Description

Prague Shakespeare Company offers a variety of unpaid internships in its Administration, Education, Fundraising and Marketing Departments. We also always accept applications for Actors, Directors, Designers, Stage Managers, Technicians and Stage Crew for future consideration.

One key area for a summer intern would be our Marketing Department. The ideal Marketing Specialist candidate should be experienced with graphic design, social media, guerrilla marketing, press releases, and creative marketing solutions.

We also have space for event planning interns. Positions will vary from summer to summer depending on the schedule and productions.



APPLY NOW.