

# Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	PANGEA Magazine
Address	11 Collier Place
Postal Code	EH16 4PZ
City	Edinburgh
Country	United Kingdom
Telephone	+44 (0) 131 468 1874
Fax	
E-mail	Info@pangeamagazine.com
Website	www.pangeamagazine.com
Size of enterprise [nr of employees]: small ( $\leq 50$ ), medium (51-250), large ( $> 250$ )	10
Year of foundation	2013
Short Description of the Company	<p>PANGEA Magazine is addressed to Poles all over the world. The magazine is bilingual. All articles are presented in both Polish and English. Fashion, lifestyle, art, exclusive news, business, law, history, interviews with well-known characters and much more can now be found in a beautifully published, reputable journal.</p> <p>PANGEA Magazine has a global reach, through Edinburgh and London, it is delivered to New York, Chicago, San Francisco, Denver, Miami, Paris, Amsterdam, Oslo, Vilnius and obviously to Warsaw. That massive scale of activity is achieved by cooperation with members of PANGEA Network, the international organisation with dynamically developing branches in Europe and the United States who promotes Polish professionals.</p>
Other	

<b>CONTACT PERSON DETAILS</b>	
Name	Kinga Plich
Department / Function	Editor-in-Chief
Direct telephone number	+44 131 468 1874
Direct mobile	+44 7842 733214
Direct e-mail address	pangea.editor@gmail.com

<b>PLACEMENT INFORMATION</b>	
Department / Function	Journalist / Interpreter
Description of activities	<ul style="list-style-type: none"> <li>• Interviewing people in a range of different circumstances;</li> <li>• Building contacts to maintain a flow of news;</li> <li>• Seeking out and investigating stories via contacts, press releases and other media;</li> <li>• Attending a variety of events;</li> <li>• Answering the phones on the news desk and reacting to breaking news stories;</li> <li>• Working closely with the team, photographers and editors;</li> <li>• Recording interviews and meetings using shorthand or technical equipment;</li> <li>• Producing concise and accurate copy according to the magazine's house style and to strict deadlines;</li> <li>• Researching and writing feature articles;</li> <li>• Creating and uploading news content for the magazine website;</li> <li>• Translating articles from Polish to English and from English to Polish</li> </ul>
Duration	Min 4-6 months
Working hours / Weekly working hours	35
City	Edinburgh
Help with finding accommodation	Yes
Financial contribution	N/A
Other	

## REQUIREMENTS

Oral and written language skills	<ul style="list-style-type: none"> <li>• Fluent in English, native in Polish</li> <li>• Strong written and oral communication skills;</li> <li>• A keen interest in news, current affairs, business and people;</li> <li>• Accurate spelling, grammar and punctuation;</li> <li>• Good organisation skills and the ability to work under pressure to tight deadlines;</li> </ul>
Field of study	Journalism, economics, business, law, accounting, languages or computer science.
Computer skills	Microsoft Office Word and Excel
Other	