

GLOBAL TRAINING PROGRAMME

FORM 1 APPLICATION FORM: GLOBAL TRAINING PROGRAMME


REFERENCIA: EHU09

CORPORATIVE INFORMATION			
Name of the company		CPH:DOX Copenhagen International Documentary Film Festival	
Contact Person		Mara Gourd-Mercado	Email:
Location	Country	Denmark	
	City	Copenhagen	
	Address	Flæsketorvet 60, 3. tv., 1711	
Sector		Cultural / Event Organisation	
PROPOSED INTERNSHIP INFORMATION			
Number of trainees to host (in case you want more than 1 trainee, indicate the different departments where they will work)		2 (Industry department, guest department)	
Extension time (extra months and salary) OPTIONAL SEE DOCUMENT: "FORM 2_Global Training 2023 extension preliminary agreement"	Extra months	6	
	Monthly payment for extra months (between 0-1600€/month)	Same economic endowment	
INTERNSHIP/PLACEMENT INFORMATION			
Department		Guest Department	
Description of project/activities		<p>We are looking for interns for our Guest Department with a flair for tourism, hospitality and leisure management. You would be working with arranging travel & accommodation for filmmakers in competition, conference speakers, financiers, VIPs and other industry guests. You will be in close contact with a big volume of international guests, artists and professionals from the film industry and occasionally other creative industries daily. Along with the rest of the guest department, the trainee will represent CPH:DOX towards the world, meaning that the industry guests will be communicating with them regarding their festival attendance.</p> <p>The trainee will be under the supervision of the guest office manager and will be in contact with other departments from the company (industry and programme department mainly).</p> <p>During the festival, the trainee will be present at our festival centre welcoming guests at our Info Desk, and taking care of their questions and accreditation. The trainee might have the possibility to manage and supervise a team of volunteers during those festival days. Allowing to gain experience in team management.</p>	
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS			

Requested profile(s) information (Studies, previous experience, language skills, other skills...)	Studies	Event management, service, organisation management, hospitality etc
	Language skills	A good command of both spoken and written English is of high importance (ability to speak danish is not required)
	Other <i>(professional experience, software, other skills...)</i>	Good communication skills, well organised, attention to details, autonomy, proficiency in excel is a plus
Other commentaries	Expected gained skills: The trainee will get a unique insight into the festival world and production including project management skills and competencies. The trainee is expected to gain skills in working in a faced paced environment with different teams (internal) and other stakeholders (international guests). The traineeship will challenge the trainee's solution solving capacity and the trainee will gain confidence in taking initiatives. The trainee will gain skills in multitasking and knowledge on understanding the different components making an industry at large work (here the documentary film industry).	

COMPANY/INSTITUTION	SIGNATURE	DATE
REPRESENTATIVE :		13/05/2024

INFORMATION ABOUT THE COMPANY/INSTITUTION

<p>LOGO</p>	
<p>WEBSITE</p>	<p>cphdox.dk</p>
<p>INFORMATION ABOUT THE CITY AND THE AREA WHERE THE COMPANY/INSTITUTION IS LOCATED</p> <p>(General information about SECURITY, ACCOMODATION, PUBLIC TRANSPORT...)</p>	<p>Copenhagen is a very safe city with the possibility to live either a fast pace or relaxing life (hygge in danish). Being the capital of Denmark, Copenhagen has a wide variety of activities and cultural offers available. It is also ideally located so its inhabitants can easily access Sweden through Malmö across the Øresund bridge.</p> <p>As in many capital cities, the accommodation market is quite competitive but the construction of new buildings and community housing allow people to find accommodation quite easily. An extended offer for short/medium stay is available online through social media.</p> <p>The most used way to get around in Copenhagen is by bike. You can easily buy one second hand or rent one with monthly memberships. Leaving your bike outside remains quite safe compared to other cities. Copenhagen also has a strong public transport network with metro, trains and buses working 24/7. The airport is also very close to the city and is accessible by a 20 min metro ride.</p> <p>The city is by the sea and offers a wide range of outdoor activities. You can enjoy the beach, the canals and many parks in and around the city. Additionally, you can enjoy the cosy cafe and world class architecture.</p> <p>CPH:DOX office is located in Copenhagen city centre in the bussing Meatpacking district. The area hosts many creative offices by day and is the epicentre of Copenhagen nightlife at night.</p>
<p>GENERAL INFORMATION ABOUT THE COMPANY/INSTITUTION</p>	<p>CPH:DOX, Copenhagen International Documentary Film Festival, is one of the biggest documentary film festivals in the world. The next edition of CPH:DOX will run from March 19 to March 30, 2025.</p> <p>CPH:DOX was founded in 2003. CPH:DOX has had the pleasure of introducing its audience to some of the best Danish and international documentary films in Copenhagen for 20 years.</p>
<p>SIZE OF THE COMPANY (EMPLOYEES)</p>	<p>About 20 employees year round and around 100 closer to the festival.</p>

<p>NUMBER OF PEOPLE AT THE DEPARTMENT WHERE THE TRAINEESHIP WILL TAKE PLACE</p>	<p>The guest department team has around 6 to 8 people in it.</p>
<p>MAIN ACTIVITY OF THE COMPANY/INSTITUTION</p>	<p>CPH:DOX doesn't just show documentary films – we anchor them in social context through debates, artist talks, events and masterclasses. In the hope of creating real social transformation, CPH:DOX establishes a space for reflection, dialogue and opinion across our society, making sure that the films and their themes stay with the viewers long after the films have ended.</p> <p>CPH:DOX also caters for the established film and media industry, as well as new artists, with our 5-day industry event CPH:CONFERENCE, CPH:MARKET, CPH:LAB, and our international financing and co-production event CPH:FORUM.</p>
<p>A BRIEF EXPLANATION OF MAIN PROJECTS</p>	<p>CPH:DOX festival runs for 10 days in March (next edition from 19-30 March 2025). During this period the festival is engaged in a diverse range of activities: film screening and events to the general audience, catered events for industry professionals (co-production pitching forum, conferences and other industry and networking activities).</p> <p>The festival is mainly happening in Copenhagen but has also engaged for several years in its DOX:DENMARK activities where films are screened in 40+ municipalities across the country.</p> <p>The rest of the year, some of the documentaries featured at CPH:DOX are available online on the festival streaming platform PARA:DOX.</p>
<p>PREVIOUS COLLABORATION IN INTERNSHIP/TRAINING PROGRAMMES?</p>	<p>CPH:DOX and its guest department was fortunate enough to have 2 trainees in 2024 (January - June).</p>
<p>OTHER COMMENTARIES</p>	