

# INTERNSHIPS



## **HOLMES PLACE HEALTH AND FITNESS**

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.

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. In the past, interns have traveled to Warsaw (at Holmes Place expense) in order to get exposure to the other clubs in the region.

## **TELEFONICA O2**

This internship is ideal for someone who is highly motivated, interested in market research and enjoys working with a team on project work. The position will entail analyzing market trends and competition with the Czech and Central European market. The intern will work with a local team that uses English as their project language. Great for a marketing or international business student.

Telefónica O2 Czech Republic, a.s., (Telefónica O2 Czech Republic) was formed on 1st July 2006 by the merger of ČESKÝ TELECOM, a.s. and Eurotel Praha, spol. s r.o. The integration of both companies has given rise to one sole telecommunications company built on the convergence of fixed and mobile services. Telefónica O2 Czech Republic is a telecommunications operator providing a comprehensive offer of voice and data, and internet services through fixed and mobile technologies, including offers to use the network infrastructure for operators and providers of public and private networks and services.

## **THE LIBERAL INSTITUTE**

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

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.

### **ERNST & YOUNG**

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. 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. This entails doing research on various companies and markets in Central and Eastern Europe and either writing 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. 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. 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.

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.

### **RANDA LEGAL, INTERNATIONAL LAW FIRM**

For someone interested in legal work or law school.

Legal work includes reviewing contracts, editing basic agreements and other written documentation in multiple languages, (although only English is required for this internship) and assisting with the English version of the web page. Extensive research is available for those who would like to get involved with case work up and preparation for the lawyers to go to court. This internship is excellent for those considering law school or in their first year of law school. This firm is centrally located and handles mainly international clients.

### **GENDER STUDIES CENTER**

This internship is ideal of anyone with an interest in either women's studies or non-for-profits. As the goal of the Gender Studies civic association is to create space for discussion regarding the roles and positions of women and men in society, to promote tolerance for unconventional lifestyles and to systematically eliminate gender inequalities, interns will work with all staff and management to fulfill these goals through practical, hands on projects. This one is not boring, you will be active and challenged.

The Prague Gender Studies Centre (GSC) was set up in 1991 in the flat of the dissident sociologist Jiřina Šiklová, and initially functioned primarily as a library of mostly foreign language literature and a so-called curriculum centre. A group of women from different professions (sociologists, philosophers and academics from various fields of the social sciences, writers, students, and a number of Americans and Canadians who were mostly in Prague for a short time only) soon formed around the centre and developed the debate on the position of women with lectures, research and publicity. From the outset, the GSC was in close contact with similar centers in other countries.

## THE CASTLE STEPS HOTEL

The Castle Steps Hotel is in the historical centre of Prague between Prague Castle and Charles Bridge. Our rooms and suites are furnished with antiques and original oil paintings. Some have spectacular views over the park. This internship is ideal for students interested in the hospitality industry, customer service or general business.

We can offer them thorough training and experience in a fast paced and customer oriented environment. Prague is a beautiful city and a wonderful place to work and we can offer students a great experience. Moreover, the candidate would get to work in pleasant surroundings, in a beautiful building, with a friendly English-speaking international team.

We offer candidates experience in all aspects of the hotel industry in a pleasant international environment, ranging from reception work, customer service activities and reservations through to being given the opportunity to see how marketing and publicity works. They will be given the chance to be flexible with their hours. Our internship offer can be for between 25-40 hours per week depending on the candidates' availability.

## INTERCONTINENTAL HOTEL

This position is focused for someone interested in hotel management or customer service. The job rotates through different divisions of the hotel so it is an exciting way to be exposed to many different aspects of the industry. However, the focus is on customer service during the breakfast service from 6:30AM to 11:30. One meal a day is offered to the intern.

The Intercontinental Hotel is one of the premier luxury hotels in Prague. It offers a unique combination of Old World charm and modern amenities and has become an inspired choice for downtown accommodations, allowing guests to experience the very best of this historic city. The hotel offers a variety of flexible meeting spaces - featuring a variety of floor plans and high-speed Internet access. Guests can expect five star service in the health club with heated pool and Jacuzzi and in the hotels restaurants and cafes. Interns are exposed to numerous divisions of the Hotel including customer service, hospitality and you would be working directly with the Hotel Manager.  
Four Seasons

This internship is suitable for someone with a strong background in accounting and finance and is a minimum three months position. The level of the assignments is focused on performing full cost efficiency analysis of integrated telecommunications

(leading to more suitable contract costing 30% less) and creating automated international invoice tracking system covering the entire cycle from accounts payable to check clearing.

The Four Seasons Hotel, Prague is one of the top ranked five star hotels in the Czech Republic and Europe. In this fairytale city's most desirable location – at the edge of the Vltava River, steps from the Charles Bridge – interns discover a remarkably quiet enclave, immersed in vibrant Old Town with a dynamic work environment. Interweaving centuries of architecture with tomorrow's technology, Four Seasons connects you to the most authentic Prague – granting rare insider access and one-of-a-kind cultural discoveries. Supremely comfortable ... A room at Four Seasons begins with a liberating sense of space!

### **THE PRAGUE POST**

The Prague Post is an English-language weekly newspaper covering the Czech Republic and Central and Eastern Europe. It is the most popular English-language newspaper in the country. The target audience is English-speaking expatriates living in the Czech Republic or neighboring countries and tourists. The Prague Post reaches approximately 40,000 readers.

The history of the newspaper began in Prague, two years after the Velvet Revolution (in 1991). The Prague Post is the leading English-language information source in the Czech Republic through its newspaper, and related products and services. With integrity and professionalism The Prague Post aims to provide:

1. The highest reader and advertiser satisfaction;
2. Responsible public service to various demographic communities;
3. Outstanding employee relations and opportunities for growth.

The goal of The Prague Post is to present a trusted, independent source of news to readers. Stories are intended to be complete and balanced so they are informative and timely pieces. The Prague Post supports no political party. While many newspapers and magazines in the Czech Republic are linked with specific points of view, The Prague Post attempts to objectively present all sides of a story, regardless of how controversial.

These positions are suitable for journalism and marketing majors. You will be involved first hand in researching, interviewing and creating stories or work in the marketing department on a team working to increase readership.