



## - MASTER OF CEREMONIES AT PUEBLO INGLÉS PROGRAMS -

Do you like working with people? If you are responsible, imaginative and full of energy this might be just the job you are looking for! Pueblo Inglés is currently looking for candidates to lead groups of people in its re-known 8-day full-immersion program.

### JOB DESCRIPTION.

**Activity Focus:** Instructing individuals (age 20 to +70), supervising and organizing activities. You would be in charge of leading a group of 40 to 50 participants along with another staff member who will act as Program Director.

**Work Setting:** Must be in Madrid or willing to come for each program (no travel expenses covered). Accommodation and full room and board during the 8-day duration of the program. We have 3 venues: **Valdelavilla (Soria), La Alberca (Salamanca), or Cazorla (Jaén)** (transport to and from Madrid to venue are provided). See venue details on: [www.puebloingles.com](http://www.puebloingles.com)

### **Specific Skills:**

- Develop, organize, supervise and implement daily recreational and social activities for small and large groups of Spanish students and English-speaking volunteers.
- Actively participate in and lead all programs in a manner that will foster a positive self image for the participants.
- Attend to participants' special needs.
- You will need enormous energy and enthusiasm, as it is a demanding role. The participants will rely on you to guide them through their activities and you must have the charisma to work with the group as well as the sensitivity to listen to the individual.
- You'll be with the Spanish and English-speaking participants for 24 hours a day and they will expect you to be a role model, mediator, comedian and friend.
- You will be asked to come by the Madrid offices one day before the program to: meet with the Program Director to prepare for the program, pick up the documents needed and welcoming the group in a luncheon that is given the Thursday before the start of the program.
- You will be asked to give individual feedback from each of the participants and report back to the office after every program.

### ESSENTIAL JOB REQUIREMENTS.

#### **Experience:**

- Skills and interest in leading groups.
- You don't have to be a trained expert; you just need to love working with people and have a big imagination.
- You must first participate in the program as one of the English-speaking volunteers, and then you are given a one-week training at one of the venues.

**Languages:** Must be a native English speaker or bilingual.

#### **Useful skills/attributes/personality traits:**

- You need to be someone with enthusiasm, energy and have an open-minded, outgoing personality!
- Willingness to have a lot of fun but at the same time put in the long hours.

**Additional Skills:**

. Theatre, music or other related skills are a must!

**Perks of the job:**

. You are provided a full weeks' training on-site.

. You make a ton of life-long friends and loads of international contacts, while enjoying beautiful venues!

. You get free food and accommodation during your stay in the program!

**Salary:**

You would be paid on the first program you do on your own along with the Program Director, but not for the one-week training that is provided and mandatory. You would have to bill us every month for the program/s you have done and you would get paid at the end of each month. The rate per program in your first year is 1,000€ gross. This is not counting income tax, which is between 7% and 15%, depending on your freelance status (*autonomo*). In order to bill us, you must have *autonomo* status and pay your social security for every month you bill us.

**Available Dates\*:**

Our high peak season goes from May to end of September, which is when there is more work available. Upon your return from your training program, we will review your results. If they are good, we will schedule you in for your first session as a Pueblo Inglés MC (Master of Ceremonies)! Upon your results from your first "real" program, we will set dates for the next few months according to your availability and the dates we can offer. At the beginning of season, we set the dates for upcoming 2-3 months.

In the seasons with less programs, most of our Master of Ceremonies combine Pueblo Inglés programs with teaching English. You can teach intensive courses in Madrid, fill in for substitutions or teach in the grammar residential program in Segovia. If you are interested in this combination, we also provide training, so please let us know so we can describe the jobs available within this area.

If you would like to be a part of the PUEBLO INGLES team please send your resume to [jobs@puebloingles.com](mailto:jobs@puebloingles.com)

