

**INTERNSHIP POSITION
TUTOR FOR ERASMUS PROJECTS**

Contact Information

Address: Corso Messapia, 167 – Martina Franca (TA)

Telephone: +39 335 1359701

Website: www.culturaedintorni.org

Contact Person

Martino Santoro, Director

Email: martino.santoro@culturaedintorni.org

Tutor and contact person during the internship

Name: Ilaria Galasso

Email: ilaria.galasso@culturaedintorni.org

Role within the organization: Erasmus Projects Department

Description of the Organization

CULTURA E DINTORNI is an Italian organization, located in Martina Franca, Apulia region and dedicated to the management of education and training mobility projects for students and adults.

We receive participants from all over Europe and we organise for them internships in different vocational areas, as well as professional visits, job shadowing programmes, seminars and courses for school education staff.

Mobility projects can generally be funded by the European Erasmus+ programme or European Social Fund (ESF), but also by regional or local funds.

We actively participate, as promoters and partners, in European projects such as Erasmus+ KA2 and Partnerships in the following topics: mobility, employability, entrepreneurship, development of soft skills, digital skills, etc.

Possible Periods of Internship

3 months minimum

October – December (preferred period)

Work Schedule

Monday to Friday

9:00 a.m. – 6:00 p.m.

1-hour lunch break (2:00 – 3:00 p.m.)

Description of Internship Responsibilities

Role: "Tutor for Erasmus Projects"

The intern will act as tutor for groups of students and teachers coming from different European countries to Martina Franca for internships or job shadowing programmes.

Tasks	Description
Welcoming groups	Reception at airport/train station, first orientation, introduction to programme and local context.
Accommodation support	Assisting groups with check-in and check-out, solving logistical issues.

Programme assistance	Accompanying groups to internship/job shadowing places, coordinating daily activities.
Daily support	Acting as reference person for participants, helping with practical and cultural needs.
Monitoring and feedback	Collecting information about participants' experience, reporting issues to supervisors.
Documentation	Preparing attendance lists, activity reports, and documents required by Erasmus+ projects.
Closing activities	Supporting final evaluations, farewell events, departure logistics, and final documentation.

Skills Required

Excellent interpersonal and communication skills
Flexibility and problem-solving abilities
Organizational skills and reliability
Ability to work with international groups of students and teachers
Team spirit and adaptability to diverse contexts
Good level of English (minimum B2)
Intermediate Italian (advantageous but not mandatory)

Facilities Provided

Computer and Wi-Fi at the office

Martina Franca, 16-09-2025

Martino Santoro – Director

CULTURA E DINTORNI ETS

www.culturaedintorni.org – Corso Messapia, 167 – Martina Franca (TA) – tel. +39 3351359701

Codice fiscale: 90204850730 – P.IVA 03400330738

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CORSO MESSAPIA 167
74015 - MARTINA FRANCA (TA)
C.F.: 90204850730

