

RELATION OF JOBS AND WORKPLACES CONTRACT STAFF

Director: The duties of the Director are detailed in the statutes of the Business Public Entity Fundació Mies van der Rohe.

Secretary: Realization of tasks of general secretariat of the services of the Fundació.

Responsible of Administration and Accounting: Accounting, taxation, treasury, processing of documentation in the administration and supervision of operations of the Pavilion.

Administrative: Support to Administration and responsible for purchases.

Officer: Coordination and support to activities related to the EU Mies Award.

1st Administrative Officer: Information systems and coordination communication of the Fundació.

Intermediate degree: Documentation Technician of the Fundació and support to the EU Mies Award.

Pavilion management: Supervision of the services and uses of the Pavilion.

Responsible of bookstore: Store supervision and products for sale.

Visitor assistance: Attention to the Pavilion's visitors, access monitoring and maintenance of the Pavilion.

Bookstore assistance: Customer service, product management and store maintenance.