
**CULTURE,
EDUCATIONAL AND
OFFICE MANAGEMENT**



APPROACH

Learning, organising, managing, interacting and finally knowing how to relate with the public. In just two words: information and relations.

We are aiming at enhancing services and their rational use, with a multidisciplinary approach using sustainable tools and methods that are advantageous for the community and the client.

As a single point of contact, we manage diversified services with constant control and verification along the full implementation process.

Our group employs qualified and skilled people, sensitive to cultural and social issues.

Lifelong learning, the use of new information technologies, regulatory compliance and ability to communicate with the public, make our collaborators highly reliable.

CULTURE



We believe in books, art and hospitality. In all that is knowledge and civilisation.

That is why every day we insist on protecting the multiple facets of culture and the spaces that preserve it, not only managing them but also creating new ones.

With tenacity and passion, we try to contribute to the growth of our country, offering expertise and precision in the service of good and beauty.

Our many years of activity and experience has taught us the importance of change and a multidisciplinary approach, factors that today make us adept at diversifying our offer to the customer.

We indeed stand out for our wide offer of services, ranging from libraries and archives to museums and artistic facilities, from tourism to reception, security and organisation of events.

OFFICE MANAGEMENT

For all interactions with the end customer, whether public or private, in all areas of activity we offer a series of front office and back office services and assistance to the primary activities of the organisation, in a complementary way.

The most important aspects that characterise our business idea have always been the centrality of the individual and the enhancement of human contact.



Areas of intervention:

- Public and private entities
- Healthcare data entry
- Front and back office

Types of services provided:

- Contact centre and Booking centre service
- In-patient admission and cash activities
- Back office activities
- Data entry
- Reception and security
- Call centre according to the standards set out in the UNI EN 15838: 2010 certification

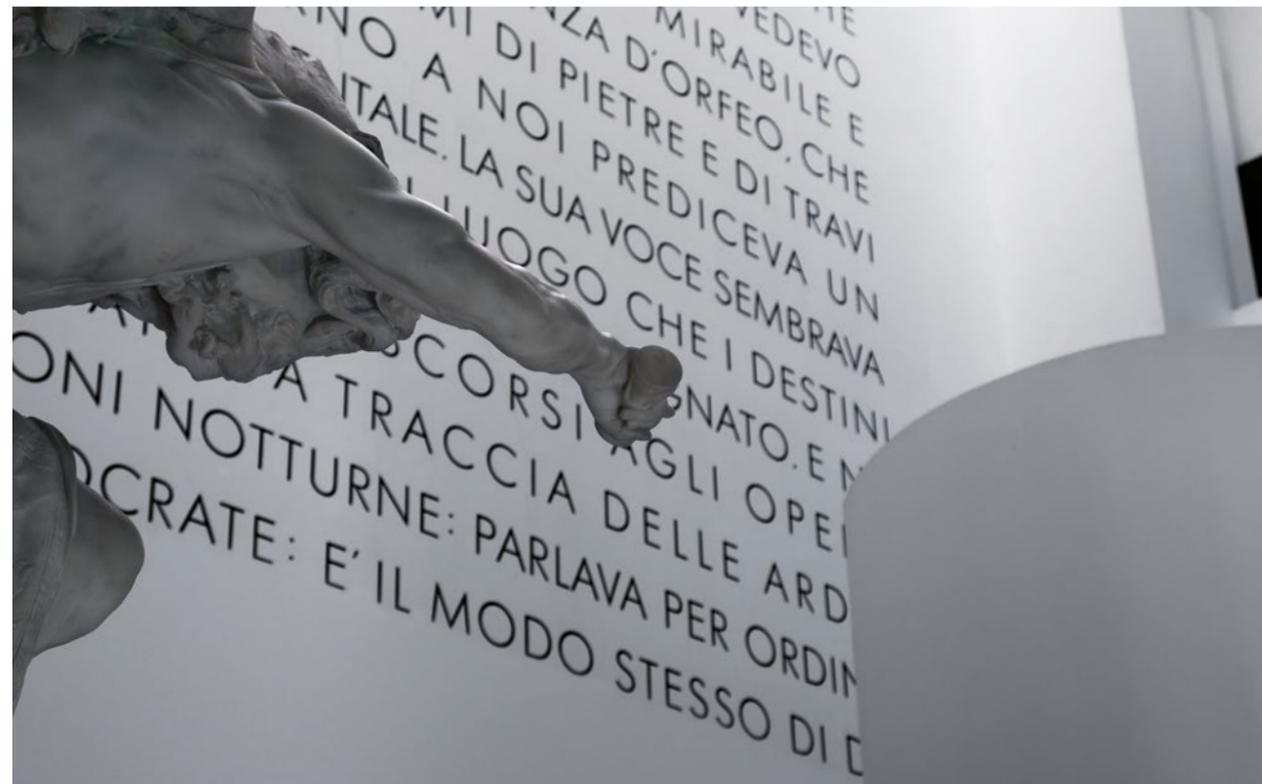
We love our work, and this allows us to carry it out with serenity and good humour, considering the difficulties that present themselves not as problems, but only issues to be resolved.

Areas of intervention:

- Private archives
- Historical archives of public entities
- Archaeological areas
- Public and university libraries
- Historical and municipal libraries
- Ticket offices and bookshops
- Museums
- Theatres

Types of services provided:

- Management of ticket offices and bookshops
- Management of library services:
front office and back office
- Computerisation of documents
- Workshops and readings
- Event organisation and management
- Organisation, relocation and setting up
of libraries
- Recovery and reorganisation of public
and private archives
- Cataloguing of artistic and literary works



EDUCATION

Art. 31 of the Convention on the Rights of the Child reads:
*"States Parties recognise the right of the child to rest and leisure,
to engage in play and recreational activities appropriate to the age
of the child and to participate freely in cultural life and the arts."*

Areas of intervention:

- Public entities
- Private companies

Types of services provided:

- After-school and homework
assistance
- School canteens assistance
and supervision
- Entertainment centres
- Summer centres
- Pre- and post-reception
- Transportation assistance
and supervision
- Contact points for
psycho-pedagogical support
- Nurseries and kindergartens
- Educational animation



Nelson Mandela said, "Education is the most powerful weapon that we can use to change the world." With the same passion, we contribute to the process of human growth.

Each activity is designed with attention to the area of reference, the needs expressed and/or implied, the indications provided by municipalities and parents, the type of users and the specific objective to be achieved.

Activities may concern individuals and groups, in formal contexts, such as school, or informal ones, such as entertainment centres and summer camps.

The design is certified according to ISO standards on educational services for minors.

The management is entrusted to a staff that includes people with different professional skills and diversified characteristics, inclinations, competences and responsibilities, all intertwined in the pursuit of the overall objective: to educate by teaching.



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