Job Description  Master of Ceremonies

Angol Falu is a fluency retreat or full immersion English language course where English native environment is created for students in Hungary. Angol Falu is set up at the Teleki-Wattay Castle Hotel in Pomáz, close to Budapest. Hungarian participants (12-18 persons) move in Sunday afternoon to live until next Saturday in the hotel where the only language spoken is English.

A typical day in Angol Falu starts with breakfast, English classes from 9.00 til 16.00 with a buffet lunch in between and in the afternoon, until 23.00 the participants and English natives spend the time with activities, sports, games, mystery dinners, barbecues etc.

The role of the Master of Ceremonies (MC)

The MC is the soul of Angol Falu. Provides guidance, organization, information to all participants. (For the role of each participant type, pls. check the end of this document.). She/he is a leader who enjoys social interaction, have fun character, is full of energy, possesses a great charisma and is able to create a buzzing environment. This is a demanding position, having to be available 24 hours a day to deal with eventual problems, motivation to help people is essential.

The MC is the direct boss of all the Conversationalist hosts, (8-15 persons), works together closely with the Head of Studies and the professors, finally she/he also liaises with the hotel team. The position reports to the Manager of Angol Falu.

starts

- Lead the weekly program with energy, enthusiasm and care.
- Plan the conversationist hosts’ weekly schedule and activity.
- Resolve problems and achieve the satisfaction of the participants regarding documentation, accommodation, catering and recreation.
- Organize, implement, and supervise daily recreational activities with the conversationist hosts and participants.
- Oversee daily the implementation of the weekly Study Plan and the Professors’ Schedule.
- Supervise and liaise with the hotel’s service and catering team.
- Conduct administrative tasks during the program.
- Foster positive self-image of the participants and the team with care and enthusiasm.
- Prepare reports after each program.
Skills required for the position

- Acceptable MS Office skills
- Organization skills, experience in planning and group management is an advantage
- Native English speaker, Hungarian is a plus, but not essential
- High energy individual who enjoys working with people
- Sense of humor is an absolute must 😊.
- Theater, music or other artistic skills are appreciated, but not essential.

Angol Falu offers

- Full board and accommodation for the entire week
- Creative and flexible job
- Flexible working weeks, based on your availability
- Long term commitment and making part of the Angol Falu Team, you will make lifelong friends
- Networking with Hungarian top managers and decision makers
- Competitive salary per weekly program.

The Angol Falu MC’s working schedule requires a week long, full time commitment. The week starts on Sunday morning with the preparation of the weekly schedule. Guests arrive Sunday afternoon and leave Saturday morning. The schedule finishes on Saturday afternoon, once the feedback is gathered from the program.

Angol Falu proposes to candidates to work in alternate shifts on a weekly bases, ie. One week on, one week off.
Description of Angol Falu

From the Client perspective

Participants move in the Angol Falu at Pomáz, 30 km from Budapest City Center. They sleep in the hotel and get full board service. In the daily program Angol Falu offers English classes from 9am to 4pm with native English teachers. During the rest of the day participants can choose from a wide variety of leisure activities. Winetasting, bowling, board games, group games, cycling, cooking, gardening or simply chatting, having a tea. Participants are accompanied by native English speakers at all time, and take advantage of a native English environment in Hungary.

From the Professors’ perspective

Our educated native English speaker professors (mostly Brits with teaching diplomas, living in Hungary) give classes to our reduced group of max. 8 people. They concentrate on communication skills and conversation during classes and emphasize games. Professors give a maximum of 4 classes per day to a given class.

They also offer ready-made program to participants of our Business oriented personal courses.

From the Conversationalist Hosts’ perspective

Our educated native English Conversationists accompany our Hungarian participants during the afternoon-evening activities. They role is to chat naturally with the Participants and thereby make them communicate in English. Generally one Host is joined by 1 or 2 Hungarian Clients and conduct leisure activities with them. The conversationist hosts’ role is to create a fun and relaxed environment where Participants feel encouraged to express themselves in English.

Activities are varied and we encourage Hosts to add their personal touch by proposing activities they like. These suggestions can be discussed with the Master of Ceremonies. Winetasting, tea-tasting, bowling, board games, group games, cycling, cooking, gardening or even fancy dress party.

The activities are conducted every afternoon-evening in the Teleki Castle Hotel in Pomáz from 4pm to 10pm. Hosts are expected to perform 12 6 hours shifts a month, that can be organized flexibly according to the Hosts study schedule and the needs of Angol Falu. The schedules are set up 2 weeks before a weekly Program starts. Hosts are required to participate at least 3 days at a given week.

The position reports to the Master of Ceremonies.