HOUSE of LOBKOWICZ

HOUSE OF LOBKOWICZ | PRAGUE | FULL TIME | NEW ROLE

AI Adoption Specialist

Help us turn AI from an interesting technology into something our colleagues genuinely use every day.

LOCATION	REPORTING TO	CONTRACT
Prague, primarily on-site	CEO	Full time, permanent

The opportunity

House of Lobkowicz is beginning a practical, phased programme to introduce AI across the organisation. We are looking for a curious, hands-on colleague who will help teams use approved AI tools confidently and turn everyday frustrations into simple, useful improvements.

This is not a director-level strategy role or a senior software engineering position. It is an early-career opportunity for someone who enjoys learning how people work, testing ideas and making new technology understandable and practical.

What you'll do

- **Understand how work is done.** Meet colleagues across departments, map recurring tasks and handovers, and identify unnecessary repetition, manual administration and fragmented information.
- **Help colleagues adopt AI.** Provide practical one-to-one and small-group support with approved tools, especially Microsoft Copilot, and promote safe and effective use.
- **Turn needs into use cases.** Translate everyday challenges into manageable opportunities and help prioritise them by value, effort, risk and readiness.
- **Build small practical helpers.** Create and test prompts, workflows, templates and lightweight automations that improve existing work.
- **Test, improve and document.** Involve users, collect feedback, refine solutions and prepare clear guidance on what was tested and what worked.
- **Track practical results.** Use simple measures such as time saved, reduced duplication, fewer errors, better access to information and user adoption.

Who we're looking for

- **Genuine enthusiasm for AI.** You actively experiment with current AI tools and can explain both their value and limitations without unnecessary jargon.
- **Strong communication skills and empathy.** You enjoy speaking with people in different roles, listening carefully and adapting support to their level of confidence.
- **A practical, structured mindset.** You can understand a process, identify key steps and handovers, and prefer useful improvements over ambitious concepts.
- **Independence and reliability.** You organise your own work, follow through on commitments and know when to ask for support.

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- **Relevant early-career experience.** Typically 1 to 3 years in business analysis, operations, digital adoption, project coordination, process improvement or a similar field. Strong graduate candidates with substantial practical AI experience are also welcome.
- **Languages.** Professional English is required. Czech is strongly preferred because the role works closely with colleagues across the organisation.

Helpful, but not required

- Experience with Microsoft 365 and Copilot, Power Automate, low-code tools, prompt design, data analysis or lightweight scripting.
- Experience supporting users, delivering training, facilitating workshops or introducing a new tool or process.
- Basic awareness of data protection, permissions, integrations and the difference between a prototype and a supported production system.

Why join House of Lobkowicz?

VISIBLE IMPACT

See the result of your ideas within weeks rather than years.

UNUSUAL BREADTH

Work across heritage, visitor experience, hospitality, events, wine and commercial teams.

ACCESS AND SUPPORT

Collaborate directly with leadership, colleagues and external specialists, using approved AI tools.

ROOM TO GROW

Grow the role through demonstrated capability, adoption results and the needs of later programme phases.

Interested?

Send us your CV together with a short note about how you currently use AI and one example of a practical improvement you have created or would like to create.

Sharing the past, creating the future.