

The Swiss Arts Council Pro Helvetia employs around 110 staff members in Switzerland and various regions around the world who are dedicated to promoting Swiss arts and culture.

Through our activities we support and enhance the quality and variety of professional artistic creation and its diffusion around the world. Equal employment opportunities and a diverse workforce are fundamental principles at Pro Helvetia.

As of 1 June 2024 or by arrangement, we have an open position for a

Communication intern (80%, 6 to 9 months)

What we offer

- Insights into the communication processes at a national arts promotion institution with international reach
- Participation in developing and implementing various communication measures with a special focus on digital communication
- Working as part of a dynamic, multilingual team
- Broad range of topics from the arts disciplines supported by Pro Helvetia
- Remuneration based on Federal administration guidelines: CHF 2'560 per month (for an 80% position) with a pro rata 13th monthly salary, 5 weeks holidays a year, good social security contributions (e.g. extra-mandatory child allowance)
- Pro rata contribution to a Swiss railway half fare card («Halbtax») or a GA travelcard («Generalabonnement»)
- Attractive work location in the heart of Zurich, possibility of partly working from home after a successful induction phase in the office
- Neutral point of contact / advisory service for employees
- Willingness on the part of Pro Helvetia to remove barriers and make workplaces accessible

Your tasks

- Editorial work and coordination of translations
- Preparing content for the website, the newsletter and social media
- Supporting the community management
- Participating in research and in the design of campaigns
- Providing support in media work
- Administrative tasks
- Active participation in editorial, planning and departmental meetings

Your profile

You are interested in cultural issues, have a university degree or comparable qualifications in communication / digital media or a related field, or you have appropriate professional experience in these areas. You express yourself skilfully in writing, are well versed in the use of online platforms (internet and social media) and have a flair for texts and images. Knowledge in the use of tools such as InDesign and Wordpress is an advantage, as is experience with video clips and animation. You communicate clearly and precisely and are capable of fulfilling your tasks independently. You also have a good command of two Swiss national languages and English.

We look forward to receiving your application by **25 February 2024**. Please send it to bewerbung@prohelvetia.ch. It should include your CV and a motivation letter or video (approx. 90 seconds), in which you outline your connections with communication and with arts promotion, and your associated

experience to date. Please also attach certificates of education and training (diplomas, etc.) as well as evidence of any practical experience (work confirmations and references).

Should you have any questions, please contact Patrizia Kettenbach at Human Resources (T +41 44 267 71 83).

Before applying, please read our [data protection information](#).

Pro Helvetia

Swiss Arts Council
Human Resources
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