

DAMPFZENTRALE BERN

Dampfzentrale Bern is one of the most important independent venues in Switzerland for performing arts, dance, music and club culture. As a production site, presentation venue and international guest performance venue, Dampfzentrale Bern supports and influences the diverse scenes. It organises several festivals per season, of which Tanz in Bern is one of the largest dance festivals and Saint Ghetto one of the most experimental music festivals in Switzerland.

From 1 December 2021 or by agreement, we are looking for an employee for the following position

Assistant to the Administrative Directors (60%)

The Assistant is responsible for general administrative tasks and assists the Administrative Directors in all organisational and administrative matters. Her */his* area of responsibility includes the hiring out of the venue, assistance with special projects and working in event operations.

Profile

- Several years of experience in a comparable function, preferably in a cultural enterprise
- Pleasure in communication and negotiation skills
- Organisational talent
- Exact and independent way of working
- Knowledge of finance and accounting
- Excellent German language skills are a must
- Well versed in spoken and written English, French an advantage
- Relevant computer skills (Mac, MS Office)
- Willingness to work in the cultural sector (evening and weekend duties)
- Interested in culture
- Open personality, proactive in approaching people

We are looking forward to a committed, team-oriented and innovative personality who will take on this central function in a small dedicated team in a moving cultural institution. We offer a comprehensive insight into the work processes of an exciting cultural institution with two divisions, as well as freedom for ideas and own initiatives. The position is paid in line with the industry standard.

Dampfzentrale promotes professional equality for all genders. Integration is important to us. Applications from people of colour, people with a family history of migration and representatives of groups that are underrepresented in the field of art are therefore explicitly welcome.

Please send your application latest on the 15th of October 2021 to:
bewerbung@dampfzentrale.ch

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