

Dampfzentrale Bern is a meeting place for innovative, contemporary forms of performance, dance and music. In the wonderful ambience of the former industrial site on the banks of the river Aare, audiences can enjoy a truly exceptional cultural experience. As a presentation venue, we stage guest performances and concerts of a broad range of genres and styles. The arts centre at the river is an interactive breeding ground for artists: Every day, artists spend time rehearsing here, exchanging ideas with each other and with audiences.

The festivals Tanz in Bern, Saint Ghetto and, since 2022, EXPOP are highlights of the cultural calendar in the city.

Dampfzentrale Bern is dedicated to improving equality for all genders in the workplace. Our team is currently working on promoting diversity and combating discrimination through an organisational development strategy. Applications from People of Colour, people with a family history of migration and representatives of groups that are under-represented in the art world are, therefore, expressly welcome. We are very much aware and conscious of the fact that the majority of employees at Dampfzentrale Bern are *white*, not disabled and that this represents a special situation for new members of staff from the BIPoC community and/or with disabilities.

We are looking for a

Communication and Public Relations Manager (80%)

Start date 01.01.2023 at the latest, or another date to be agreed

Your tasks will include managing external communication for all Dampfzentrale Bern cultural events as well as general PR and media work at Dampfzentrale Bern. A main focus of your work will be maintaining and expanding our established contacts with local and international media representatives.

You will work in a team of roughly 20 full-time employees. Your department shall consist of you and a communications and PR professional with whom you will work very closely.

What we expect from you

- Experience of working in communications and PR
- Experience in digital and social media marketing
- Interest in culture, especially dance, performance and music, but also in art that is trans-disciplinary in nature and transcends genres
- A thorough grasp of German grammar and spelling and a flair for writing engaging texts in German
- Very good command of written and spoken English
- Ability to manage budgets independently
- Ability to organise workloads effectively and to plan ahead
- Good knowledge of computer systems (Mac, MS Office)
- Ability to work precisely and accurately in order to meet requirements
- Initiative, flexibility and ability to handle challenging situations
- Willingness to work irregular hours, incl. occasionally working evenings and weekends

We welcome candidates who bring the following

- Interest in the creation of content and content marketing

- Knowledge of French or other languages
- Knowledge of Trello
- Desire to further develop the organisational structures of Dampfzentrale Bern

Skills that we would like to see more of at Dampfzentrale Bern

- Competencies and skills to combat discrimination
- Awareness of intersectionality
- Interest in sustainability
- Understanding of the digital world
- Entrepreneurial thinking and doing
- Creativity
- Willingness to engage in experimenting with agility concepts of organisational structures

We offer a comprehensive insight into an exciting cultural enterprise and provide you with plenty of freedom for your own ideas and creativity.

The extensive benefits package includes

- A 13th paycheck
- Twenty-five days of annual leave, plus time in lieu for working evenings and weekends
- Full pay for sixteen weeks of parental leave for mothers and three weeks for fathers
- Assumption of 50% of the insurance against non-occupational accidents
- Free admission to all events at Dampfzentrale Bern and partner venues

At present, Dampfzentrale Bern works with salary scales based on various categories. The advertised position is in the category 'Management' and pays a gross monthly wage of between 5,000 and 7,000 CHF (at 100%).

Tell us why you are interested in this role and about your previous work experiences and/or send your documents by 30 June 2022 at the latest to bewerbung@dampfzentrale.ch.

If you have any questions or comments about this job advertisement, please send a message to Karin Bitterli at karin.bitterli@dampfzentrale.ch. We will get back to you by email or phone.

An initial interview will be conducted at Dampfzentrale Bern in Bern at the end of June 2022.

We look forward to working with a committed and team-oriented person who will fulfil this key role effectively in a vibrant cultural institution!