

# Dampfzentrale Bern

Dampfzentrale Bern is a meeting place for innovative, contemporary forms of performance, dance and music. As a presentation venue, we stage guest performances and concerts. The house is an interactive breeding ground for artists: Every day, artists rehearse here and exchange ideas with each other, with us and with the audience.

Different people work here and interact with each other in an appreciative way. We are united by our passion for enabling art and culture. We like to go swimming together in the Aare and meet regularly for a (non-alcoholic) drink and a chat.

As a team, we are motivated to learn and to engage with the place and ourselves. At the moment we are in anti-bias, anti-racism and inclusion processes.

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 explicitly welcome. We are aware that our company currently employs a majority of white and abled people and that this represents a special situation for incoming BIPOC or people with disabilities, and we reflect this fact.

We are looking for a

## Communication and Marketing Assistant (Temporary Maternity 60%)

Start date 01.09.2023

You are interested in contemporary culture – dance, performance and music in particular – and have experience in (digital) marketing. Together with the person responsible for communication and public relations, you will be responsible for implementing the marketing and social media strategy. The tasks of the communication department also include the external communication of all Dampfzentrale cultural events.

You work in a team of around 20 full-time employees. Your department consists of you and the head of communications and public relations, with whom you will work closely.

We expect you to have

- Experience in communications work
- Experience in digital and social media marketing
- Interest in culture, especially dance, performance, music but also non-disciplinary and transdisciplinary arts
- Sound knowledge of German grammar and spelling and a flair for text work in German.
- Good command of written and spoken English
- Confident handling of common software (esp. Office for Mac)
- Willingness to work occasional irregular hours and sporadic weekend and night shifts

Your responsibilities will include

- Managing the social media channels, including marketing
- Updating website and databases

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- Assisting with the handling of print products
- Coordination with artists
- Content production and publication
- Distribution and archiving of print products and in-house communication

Competences we would like to see more of at Dampfzentrale

- Sensitivity to discrimination
- Awareness of intersectionality
- Interest in sustainability
- digitality
- Entrepreneurial thinking and acting
- Creativity
- Willingness to contribute to an agile team

We offer a comprehensive insight into an exciting cultural business directly on the Aare as well as freedom for ideas and own initiatives.

The contract will be issued for a limited period of time as a maternity replacement and includes the following Social benefits

- 13th month's salary
- 5 weeks holiday plus time credits for night and weekend work
- 16 weeks maternity leave and 3 weeks paternity leave at 100% salary
- Payment of 50% of the insurance against non-occupational accidents
- Free admission to all Dampfzentrale events and those of our partners.

Dampfzentrale works with salary bands, this position falls under the category of employee and is paid between 3500 and 5000 CHF gross per month (at 100%). Information about your motivation and work experience or application documents should be sent to [bewerbung@dampfzentrale.ch](mailto:bewerbung@dampfzentrale.ch) by 26 May 2023 at the latest.

If you have any questions or comments about the job advertisement, please contact Karin Bitterli at [karin.bitterli@dampfzentrale.ch](mailto:karin.bitterli@dampfzentrale.ch) and you will receive a reply either by phone or e-mail.

The interviews will take place on 1 June 2023 at Dampfzentrale in Bern.

We are looking forward to a committed and team-oriented personality who will take over this hub function in a moving cultural institution!