



## Project Assistant (40%) for Engadin Art Talks Foundation

**About Us:** The Engadin Art Talks (E.A.T.) Foundation is a non-profit organization dedicated to promoting art and culture in the Engadin region, Switzerland and Europe. We organize annual international conferences and events where leading figures from the fields of art, architecture, design, and science come together to present and discuss innovative ideas and projects.

### Your Responsibilities:

- Assistance with fundraising, including compiling and writing dossiers for foundations, companies and private donors.
- Support in planning, organizing, and executing events and projects
- Communicating with artists, speakers, and partners
- Managing registrations and participant lists
- Assisting with public relations activities
- Creating and maintaining presentation and informational materials
- General administrative tasks

### Your Profile:

- Completed studies or currently enrolled in art, cultural management, event management, or a related field
- Initial experience in event or project organization
- Excellent organizational skills and a structured approach to work
- Strong communication skills and enjoyment in working with people
- Proficiency in German and English, both written and spoken; additional languages are an advantage
- Proficient in MS Office and familiar with common social media platforms
- Affinity for art and culture

### We Offer:

- An exciting and varied work environment in an inspiring cultural landscape
- The opportunity to be part of a dedicated and creative team
- Flexible working hours and the possibility to work partially remotely
- A 40% position
- Upcoming events 2024 / 2025 E.A.T. X Serpentine Galleries, (September) 2024  
E.A.T. X Kunsthalle Zurich (November) 2024  
Main E.A.T. Event 24-26 January 2025

**Application:** If you are excited about this challenge and would like to join our team, please send your complete application documents (cover letter, CV, relevant certificates) by 24. June 2024 via email to: [dayle@engadin-art-talks.ch](mailto:dayle@engadin-art-talks.ch)

For more information, please visit our website: [www.engadin-art-talks.ch](http://www.engadin-art-talks.ch)

We look forward to receiving your application!

### Engadin Art Talks Foundation

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