

The Klosters Music Festival is a newly founded international Music Festival in Klosters-Serneus under the artistic leadership of Mr. David Whelton, OBE, (Philharmonia Orchestra London). After a successful inaugural edition Klosters Summer Music Festival 2018 will take place from the 27<sup>th</sup> of July to the 4<sup>th</sup> of August. Highlights will include some of the most prestigious international artists of our time: Steven Isserlis, Paavo Järvi & Kammerphilharmonie Bremen, Nikolai Luganski, Julia Lezhneva & The Basel Chamber Orchestra, Tetzlaff Trio and Maurice Steger & La Cetra Basel.

## **KLOSTERS MUSIC FESTIVAL**

is seeking to appoint an Assistant Marketing (part-time position)

We are looking for an enthusiastic individual with strong communication and interpersonal skills who is well organised and with an attention to detail. The Assistant Marketing must be fluent in English and German and have excellent writing skills in both languages. This part-time position will require a commitment of 2 days a week pro rata and is aimed at an individual with some experience in the field.

### **Tasks:**

- Assist in organizing campaigns and developing marketing strategies in consultation with the General Manager, the Festival Director and the Board.
- Implement the marketing strategy reporting to the General Manager as required.
- Write marketing literature (brochures, press releases) to increase the Festival's presence in Switzerland and abroad.
- Manage the production of the Festival sales material and the Festival Brochure in consultation with the General Manager.
- Assist in organizing promotional events and digital campaigns and attend them to facilitate their success.
- Employ marketing analytics techniques to gather important data (social media, web analytics, rankings).
- Update spread sheets, databases and inventories with statistical information.
- Compose and post online content on the Festival's website and assist updating social media accounts.

### **Reports to:**

The General Manger

### **Liases with:**

Head of External Affairs and Donor Relations, Friends' Committee and Volunteers' Committee

### **Date of employment:**

With immediate effect

### **Deadline:**

23<sup>rd</sup> of February 2018

The successful candidate will not be required to live in Klosters prior to the festival but must be prepared to travel to Klosters as and when required. During the Festival accommodation will be provided free of charge.

Please submit your application, in confidence, to: [management@klostersmusicfestival.ch](mailto:management@klostersmusicfestival.ch)

For further information please contact the General Manager, Raluca Matei, on: +41 79 872 11 93, [raluca@matei.se](mailto:raluca@matei.se)