

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 festivals 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:

- **Event & Project Coordination:** Contribute to the planning, organization, and smooth execution of events, workshops, and special projects.
- **Stakeholder Communication:** Liaise professionally with artists, guest speakers, and external partners to ensure clear and timely communication.
- **Participant Management:** Oversee event registrations, maintain accurate participant lists, and coordinate related logistics.
- **Media & Press Coordination:** Handle press activities for events, including press list management, accreditation, coordinating media outreach, and managing press contacts and on-site support.
- **Content Creation:** Develop and maintain presentations, informational documents, and promotional materials.
- **Fundraising Support:** Assist in the preparation of funding proposals and donor dossiers for foundations, corporate sponsors, and individual philanthropists.
- **Administrative Support:** Perform general office and administrative duties to support the team's day-to-day operations.

Your Profile:

- Completed studies or currently enrolled in art, cultural management, event management, or a related field
- Initial experience in event or project organization
- Experience with fundraising
- 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, Word etc and familiar with common social media platforms
- Affinity for art and culture

We Offer:

- A dynamic and diverse role within a vibrant and inspiring cultural environment
- The chance to work alongside a passionate, collaborative, and creative team
- A bright and spacious office
- A part-time position (40%) with flexibility and room for growth
- Involvement in high-profile upcoming events, including: E.A.T. x Lafayette Anticipations, Paris – *October 2025*, Main E.A.T. Event, Zuoz, Engadin – *23–25 January 2026*

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 August 18 2025 via email to: dayle@engadin-art-talks.ch

For more information, please visit our website: www.engadin-art-talks.ch

Interviews are scheduled for end August, and the successful candidate will begin in September 2025.

We look forward to receiving your application!

Engadin Art Talks Foundation

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