

Job Offer

The Swiss Arts Council Pro Helvetia employs around 110 staff members in Switzerland and various regions around the world dedicated to promoting Swiss arts and culture.

To support the South American Network of Pro Helvetia, with agents located in Chile, Argentina, Colombia and Brazil, we are searching, by 16 August 2021 or by arrangement, a

Communications Manager (80%, on a mandate basis)

Pro Helvetia has been committed to cultural exchange between Switzerland and South America since 2021, through our decentralized office with local staff members in Bogotá (CO), Buenos Aires (AR), São Paulo (BR) and Santiago (CL). To raise awareness of Swiss culture around the world, we forge ties with local event organizers, develop and nurture long-term partnerships, initiate co-productions with artists from the regions concerned and organize residencies.

We are seeking a dedicated communications professional rooted in arts, with a profound knowledge in local cultural contexts and a proven experience in communications, ideally in a cultural institution. A high level of linguistic proficiency and excellent software skills in digital communication are essential for this role.

Responsibilities

- Plan, organize and implement the annual communications agenda, including newsletters and specific publications for the website and the RRSS, both on the strategic and the operational level
- Coordinate the communication planning and strategy in collaboration with the Pro Helvetia South America Head and Pro Helvetia Zurich
- Write texts for the website, newsletter, social media and occasional publications
- Responsible for timely website updates (with the projects supported), up to date and topic-related management of the newsletter and social media channels as well as for contacts with the press
- Create summary, accessible, and interesting content on current and historical projects supported by Pro Helvetia South America
- Counterpart for translation and design services
- Collect and store the material (text, images) from the supported projects
- Plan and monitor de communication budget

What you bring along

- Good knowledge and great love for the arts in a broad sense
- Experience in guiding artistic processes and necessary integrity and sensitivity in doing so
- Inclusion and diversity are an important focus in your practice
- Enthusiastic and action-oriented, eager to think up and realize new ideas
- Adapted to São Paulo context and up to date with the social-political developments in Brazil and South America in general
- High level of linguistic proficiency and excellent command of English, Spanish and Portuguese; a good knowledge of French is a plus
- Must be punctual and organized in the communication tasks
- Experience in using image editing and web design software is required (WordPress, CreateSend, InDesign, Adobe Photoshop)

What we offer

This position in a dynamic, cultural, national as well as international environment, offers room for personal initiative and responsibility. You will work with 4-5 workdays a week, corresponding to a workload of 80% for a determined duration until the end of December 2021 with an option to renew the contract. We pay a salary in function of your knowledge and experience. The location of the role within the South American network of Pro Helvetia is in São Paulo.

For reasons of diversity, we prefer female applications if they have comparable qualifications and experiences.

How to apply

Send your full application in English (CV, cover letter, diplomas, reference letters – preferably in 3 files) to application@prohelvetia.ch until 01 July 2021 under the email subject "Application Communications Manager". Kindly note that incomplete applications will be disregarded. A confirmation letter that the application is received will be sent.

If there are any questions, feel free to contact María Vial, Head of South American Network of Pro Helvetia (Phone +56 985536524), mvia@prohelvetia.ch.

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