

Job Offer

The Swiss Arts Council Pro Helvetia employs around 110 staff members in Switzerland and various regions worldwide 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, by 14.02.2022 or by arrangement, we are looking for a

Programme Manager / Agent in Chile (50%, 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 worldwide, 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 professional rooted in the arts, with profound knowledge in local cultural contexts and proven experience in executing and managing arts and cultural projects. A high level of understanding of current trends in Chile, Bolivia, and Peru is essential for this role.

The successful applicant will be responsible for

- Representing Pro Helvetia for regional cultural institutions and artists and funders in the region assigned (Bolivia, Chile, Peru).
- Identifying and mapping of relevant networks and partners in the region assigned (Bolivia, Chile, Peru) for engagement with the Swiss art scene, with consideration also given to already existing relationships (venues, festivals, biennales, museums, independent spaces, collectives, cultural/creative businesses, other platforms) in all disciplines (e.g., performing arts, visual arts, literature, music, and design).
- Encouraging and receiving new proposals and recognizing the needs of local partners.
- Developing concepts and planning of an initial set of joint projects and collaborations involving partners from Switzerland, the assigned region, and other South American countries
- Adjudication of proposals submitted by artists and partners from the region in consultation with Pro Helvetia Zurich and Santiago de Chile's line manager.
- Coaching Swiss guests (artists, curators, writers, and others) during their residencies and research trips.
- Developing a local network and meet local partners regularly.
- Providing technical support to partners in the region who seek access to Pro Helvetia funding, organizing, preparing, and closing approvals in consultation with the line manager in Santiago de Chile.
- Ensuring that the application process via the PH systems is in place and working well and communicating with the responsible colleagues at Pro Helvetia in Zurich.
- Ensuring the legal process, contracting, and payment process for each project and evaluating each project and initiated projects in the region.

Your Profile

- University degree
- Place of Residence: Santiago
- Fluency and professional competence in spoken and written Spanish and English
- Work experience in culture, especially in Performing Arts and/or Literature and/or Music and/or Visual Arts
- High knowledge of current cultural trends in Bolivia, Chile, Peru.

prohelvetia

- Substantial experience in the execution and management of arts and cultural projects, including financial administration (as a freelance cultural manager and/or within an organizational/institutional context)
- Excellent developed organizational, communication, and intercultural skills.
- Flexibility with work schedules and willingness to participate in evening and weekend events.
- Knowledge and experience of the Swiss art scene specifically will be an advantage but is not a requirement.
- Tolerance to work under pressure and create a good team spirit.

What we offer

This position is a dynamic, cultural, national, and international environment and offers room for personal initiative and responsibility. You will work with XX workdays a week, corresponding to a workload of 50% for a determined duration until 14.05.2022, 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 Santiago, Chile.

How to apply

Send your complete application in English (CV, 1-page motivation letter, diplomas/reference letters – preferably in 3 files) and at least two contactable references to application@prohelvetia.ch until 14.11.2021. Include the email subject "Application Agent Chile." Kindly note that incomplete applications will be disregarded. A confirmation letter that the application is received will be sent.

Pro Helvetia is committed to diversity and equal opportunities in its teams. We promote professional equality of all genders and lifestyles. We are, therefore, particularly pleased to receive applications from people with different social and cultural backgrounds who are not yet part of Pro Helvetia.

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

María A. Vial Solar
Pro Helvetia
Fundación suiza para la cultura
Santiago Chile
M +56 985536524
mvial@prohelvetia.ch