



The Embassy of Switzerland in China is looking for an:

Academic Intern in the Culture & Media Section

100% / Beijing, China

The Culture & Media Section promotes Switzerland's good image in China, through cultural projects and communications work (press and social media).

The internship offers a unique insight into the work of the Embassy and the promotion of Switzerland's interests abroad in various areas.

Your tasks

- Participate or represent the Section in events and meetings
- Support in managing projects and events
- Support with operational aspects and in daily business
- Analyse and monitor Chinese policies and developments
- Research and report on specific topics

Your profile

- Swiss citizen enrolled in, or having completed, a university degree (Bachelor or Master)
- Strong interest in an Embassy's work and current developments around the globe
- Fluency in German, French or Italian and excellent English (proficiency), with good knowledge of at least one other Swiss official language
- Good communication and interpersonal skills to liaise with partners inside and outside the Embassy
- Knowledge of Mandarin Chinese is an asset

Additional information

The internship must commence within 12 months of graduation (bachelor or master). Military and civilian service as well as maternity up to a maximum of 12 months are not counted within this period. Internships within the Federal Administration completed after graduation may not exceed a total of 12 months.

For further information please contact:

Mr. Felix Schwendimann, Head of Culture & Media under felix.schwendimann@eda.admin.ch

Application deadline: 30.11.2025

Starting date of employment: 01.03.2026 or upon agreement

Duration of contract: 12 months

Interviews will be conducted no later than 3 weeks after the application deadline.

About the employer

The Embassy of Switzerland in Beijing represents the Swiss Government in China and works to promote and protect Swiss interests. It covers a wide range of areas including politics, economics, finance, science, culture, and consular affairs, fostering strong and multifaceted bilateral relations between Switzerland and China.

The Federal Administration respects the different needs and life experiences of its employees and promotes their diversity. Equal treatment is a top priority.

Please submit your application to bei.jobapplications@eda.admin.ch, stating which internship you are applying to, with an up-to-date CV, a motivation letter in a Swiss national language or in English and other relevant documents (diploma, work certificates, etc).