



Head of Cultural Affairs

The Embassy of Switzerland in the United Kingdom has a vacancy for the position of Head of Cultural Affairs from 1 September 2022. The position will be full time (100%).

The Culture Team at the Embassy of Switzerland in London engages with all forms of culture and actively promotes intercultural exchange with the United Kingdom, supporting Switzerland's Strategy for Communication Abroad. We organize Swiss-denominated activities throughout the year across disciplines in the visual arts, contemporary music, theatre, literature, dance, performance, architecture and design. The Culture Team co-operates closely with Presence Switzerland, Pro Helvetia, Swiss cultural foundations and other national cultural promotion agencies reaching out to audiences across the United Kingdom.

Main Duties and Responsibilities

- Heading a team of three colleagues, responsible for the conception and realization of cultural projects at the Embassy in the fields of Visual Arts, Music, Literature, Creative Industries, Theatre and Dance, Film
- Managing, developing and implementing projects in these fields and contacts with artists, the local cultural scene and venues
- Communication: supporting major public diplomacy events of the Embassy, identifying opportunities to strengthen the positioning and image of Switzerland in the United Kingdom in line with Switzerland's Strategy for Communication Abroad
- Supporting the outreach activities of the Embassy via different communication channels (website, Facebook, Twitter, Instagram), using innovative and modern communication tools
- Maintaining and developing a cultural network within the UK and Switzerland aiming at achieving the above-mentioned objectives
- Developing synergies with the Swiss Cultural Fund UK

What we expect

- Excellent communication skills and strong interest in public diplomacy to combine the promotion of culture with the positioning and image of Switzerland in the UK
- Abilities in collaborating with different cultural partners from the private and the public sectors in the UK and in Switzerland. Abilities for networking in the cultural sphere of Switzerland and the UK
- Experience in project management, good administrative skills; good sense of organization, leadership and team player
- Good knowledge of the Swiss cultural scene in the fields of Visual Arts, Music, Literature, Creative Industries, Film, Theatre and Dance would be an asset
- Excellent English language skills
- Ability to communicate verbally and in writing in at least one official Swiss language (German, French, Italian)

We offer

- Inviting and interesting work atmosphere in a foreign diplomatic mission with projects across different cultural disciplines and around the UK
- Competitive salary relative to experience and benefits package
- British and some Swiss public holidays

deadline extended to 15 June 2022

TO APPLY

Please send your CV, a letter of interest and contact details of referees no later than 6 June 2022 in electronic format (Word document, PDF file) to: london.jobs@eda.admin.ch. Please indicate in the subject line 'Head of Cultural Affairs' to ensure timely processing of your application. **Only candidates selected for an interview will be contacted.**