

ZURICH ART WEEKEND

ZAW26 Edition Public & VIP Programs Assistant | Internship

Do you want to work alongside a dynamic team? ZURICH ART WEEKEND is looking for a new Public & VIP Programs Assistant for the 9th Edition of ZAW, from beginning of April until the end of June, to support the delivery of the 2026 event, from 12–14 June, 2026. Working closely with the Public & VIP Programs team, the Public & VIP Programs Assistant will support the development, coordination, and implementation of Public & VIP Programs, while also contributing to the overall organisation and delivery of ZAW26. This role offers hands-on experience in cultural project management within a dynamic creative environment.

JOB OVERVIEW

As an intern, you will support the Public & VIP Program team as well as selected cross-functional organisational tasks, including:

VIP Program

- Assist in the planning and coordination of the VIP program
- Maintain and update VIP guest lists and databases
- Support invitation workflows (drafting, sending, RSVP tracking)
- Prepare briefing materials and schedules for VIP hosts and partners
- Assist during VIP events (guest reception, logistics, coordination)

Public Program

- Support the coordination of talks, performances and public events
- Assist with speaker/artist outreach, confirmations, and scheduling
- Draft and format event descriptions, speaker/artist bios, and program texts
- Support production logistics (venues, technical needs, run-of-show)
- Assist on-site during events (guest flow, speaker support, documentation)

Collaborations

- Support collaborations with cultural institutions (museums, art fairs, art weeks)
- Assist in communication with these collaborators
- Track collaboration agreements, deliverables, and timelines
- Help prepare collaboration presentations and overview documents

SKILLS + REQUIREMENTS

- You are a communicative team player with a positive attitude
- You are detail-oriented, reliable, flexible and able to work independently
- You have great organizational skills and the ability to work effectively under pressure
- You are fluent in English (spoken and written), German or French are a plus
- You have very good working knowledge of Microsoft Office applications (Word, Power Point, Excel)
- You have a permit to work in Switzerland
- Previous experiences in the art or cultural sector, ideally in cultural programming, project management or event management are a plus

WHAT WE OFFER:

- Great insights into Zurich's contemporary art scene
- Inspiring collaboration and exchange with great colleagues from different disciplines
- An international working environment and fantastic team spirit

If you would like to apply, please email jobs@zurichartweekend.com with subject title 'ZAW26_ProgrammesAssistant_Application' the following information by February 6, 2026:

- CV
- Cover Letter
- Reference Letter
- Portfolio (or website link), if available

STARTING DATE: As soon as possible

END DATE: End of June

WORKLOAD: 100%

LOCATION: Zurich, Switzerland

ZURICH ART WEEKEND is an international non-profit-oriented organisation that brings together 65+ of Zurich's major public and private art institutions through a variety of annual initiatives and projects, with a long-weekend June event preceding Art Basel. Together with the major art institutions, galleries, off-spaces, publishers, foundations, collections and universities across the city, we present a curated program of 80+ solo and group exhibitions featuring over 120 artists and 100+ special events including encounters with artists, workshops, guided tours with curators, art walks in the city, performances, talks, parties and more... www.zurichartweekend.com

Zurich Art Weekend is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We welcome applications from individuals who identify as LGBTQIA+ and from underrepresented groups around the world, including The Global Majority.