



Muzeum Susch is an award-winning art museum, which was founded by Mrs. Grazyna Kulczyk in the beautiful region of Engadin in 2019. The museum provides a platform for talented female artists who are currently underrepresented in the international art scene. Muzeum Susch organizes two exhibitions per year with concepts by guest curators, as well as numerous art events (concerts, conferences) scattered throughout the year.

To join its small team, Muzeum Susch is now looking for a

MUSEUM MANAGER 80%-100% (M / F / X)

to start immediately or upon agreement.

The museum manager will be a key figure within the institution, playing a role at the intersection between a producer and an administrator. His/Her responsibilities will include:

- Collaborating with the Museum Registrar to ensure the smooth organization of exhibitions; in particular, the Museum Manager should be able to liaise with and guide guest curators in the process of developing exhibition concepts for Muzeum Susch, negotiate contracts for upcoming exhibitions at Muzeum Susch and for exhibitions travelling to further locations
- Preparing and submitting the exhibition documentation for fundraising and existing sponsors; assistance in connecting with new sponsors would be welcome
- Organizing art discussion panels, conferences and other events, which usually take place in the context of the exhibitions, incl. invitation cards and promotion
- Making travel and accommodation arrangements for exhibition couriers, artists in residence, external guests and collaborators
- Keeping a clear overview of all museum projects and events and regularly report updates to the museum's founder

Skills and qualities required for this role:

- Higher education degree in art history, art management or similar
- Experience in the organization of art exhibitions is a must
- Experience in fundraising would be welcome
- Confidence in negotiating contracts
- Full working proficiency in English and German is required; additional languages are an advantage
- Being able to work on strict budgets and deadlines
- High organizational skills

We're looking for a friendly, proactive individual, who is passionate about art and is not afraid to go the extra mile to help out the team in achieving its goals.

Please note:

The Museum Manager is kindly requested to work in the office in Susch.

Unfortunately for this role we are unable to offer the chance of working remotely.

Muzeum Susch will contribute a one-time bonus in the amount of CHF 1'000 upon signing the work contract, if the right candidate will need relocation to Engadin.

Muzeum Susch also offers:

- Yearly general abonnement (GA) for Swiss trains
- Work mobile phone and laptop
- Flexible working hours (but with presence in the office between 10am-4pm on working days)

The work contract respects Swiss working conditions and employment law.

To apply for this position, please kindly send your CV and motivation letter to Sabina Schumpf at sschumpf@muzeumsusch.ch . Should you have any questions about this role before applying, you can contact Sabina Schumpf at +41 76 410 8282.

Deadline for applications: September 6th, 2022

Muzeum Susch
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