

## **Communications Intern**

60-100%, minimum six months. Workplace: Zurich, Wollishofen

We are looking for a Communications Intern to join our team. During your internship, you will be assigned a broad range of tasks in the fields of online and offline communication and PR. You will work closely with the gallery director.

Roehrs & Boetsch is the first and to date only art gallery in Switzerland to devote its programme to exploring digitalisation and its implications for society. By working very closely with emerging as well as established artists, Roehrs & Boetsch's exhibitions explore and critically reflect the relationship between contemporary culture, digitalisation and art in a range of media and techniques. Furthermore, as an art gallery, Roehrs & Boetsch takes great interest in actively discussing and developing new forms of exhibiting artworks where conventional methods have failed. The virtual reality platform CUBE is a prime example of this.

## **Responsibilities**

- Create exhibition-related material and information packs (announcement, invitation, flyer, text, images) about artists and gallery projects for PR and press purposes
- Create exhibition and gallery artist related content, with a core focus on social media before, during and after the opening events
- Actively support and execute implementation and development of a social media communication strategy
- Restore and update website content
- Update press mailing lists
- Prepare press mailing and distribute PR information and press images
- Daily administrative tasks as required

## **Qualifications**

- At least one year experience in online and offline communications, media, public relations, and/or marketing. Experience in communications in an arts-related organization is preferred
- Fluency in English and preferably German
- Excellent written (English) and verbal communication
- Proficiency in graphic design and photoediting (InDesign, Photoshop) is essential
- Interest in new media and related aspects for the arts
- Creative thinking and problem solving skills
- Proactive and positive attitude
- Great attention to detail

Please submit your resume and cover letter by email to: [gallery@roehrsboetsch.com](mailto:gallery@roehrsboetsch.com)