

The Swiss Arts Council Pro Helvetia employs around 110 staff members in Switzerland and in six offices abroad who are dedicated to promoting Swiss arts and culture.

Through our activities we support and enhance the quality and variety of professional artistic creation and its diffusion around the world. Equal employment opportunities and a diverse workforce are fundamental principles at Pro Helvetia.

As of 1 April 2026 or by arrangement, we have an open position for a

Communications intern, 9 months (80%)

What we offer

- Insights into the communication processes at a national arts promotion institution with international reach
- Participation in developing and implementing various communication measures with a special focus on digital communication
- Working as part of a dynamic, multilingual team
- Broad range of topics from the arts disciplines supported by Pro Helvetia
- Remuneration based on Federal administration guidelines: CHF 2'560 per month (for an 80% position) with a pro rata 13th monthly salary
- Very good social security contributions, including child care allowances and supplementary family allowances
- 26 vacation days (+5 additional days as of age 50)
- Contribution to a Swiss railway half fare card or a GA travelcard
- Attractive work location in the heart of Zurich
- Neutral point of contact / advisory service for employees
- Willingness on the part of Pro Helvetia to remove barriers and make workplaces accessible

Your tasks

- Editorial work and coordination of translations
- Preparing content for the website, the newsletter and social media
- Supporting the community management
- Participating in research and in the design of campaigns
- Providing support in media work

- Administrative tasks
- Active participation in editorial, planning and departmental meetings

Your profile

You are interested in cultural issues, have a university degree or comparable qualifications in communication / digital media or a related field, or you have appropriate professional experience in these areas. You express yourself skilfully in writing, are well versed in the use of online platforms (internet and social media) and have a flair for texts and images. Knowledge in the use of tools such as Wordpress and Adobe Creative Cloud is an advantage, as is experience with video clips and animation. You communicate clearly and precisely and are capable of fulfilling your tasks independently. You also have a good command of two Swiss national languages and English.

Application

We look forward to receiving your application by 31 January 2026.

It should include your CV and a motivation letter or video (approx. 90 seconds, link in the CV), in which you outline your connections with communications, your interest and your associated experience to date. Please also attach certificates of education and training (diplomas, etc.) and evidence of any practical experience (work confirmations and references).

Apply now

Should you have any questions, please contact Patrizia Kettenbach

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CONNECT,
INSPIRE.**

Committed to
the arts in
Switzerland and
around the world.

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