

**JOB OFFER:****PROJECTS AND COMMUNICATIONS COORDINATOR  
CENTRE DE LA PHOTOGRAPHIE GENÈVE****THE CENTRE DE LA PHOTOGRAPHIE GENÈVE**

The Centre de la photographie Genève (CPG) is one of the main Swiss institutions dedicated to photography. Its activities are mainly focused on the annual production and presentation of four to seven temporary exhibitions, and the publication of two to four books by its own publishing house, the Éditions Centre de la photographie Genève. Since 2003, the CPG has been organizing the 50JPG photography triennial (50 Jours pour la photographie à Genève) in collaboration with other venues and institutions in Geneva and its region. In 2007, the CPG was relocated to the main contemporary art venue in Geneva – the Contemporary Art Building (BAC) – which also houses the Museum of Modern and Contemporary Art (Mamco) and the Contemporary Art Center (CAC).

**ADVERTISED POSITION:**

Projects and Communications Coordinator

Part time: 60%

Location: Geneva, Switzerland

Start date: October 2021 or by agreement

Contract type: permanent (CDI)

**JOB DESCRIPTION:**

The coordinator will be responsible for the following tasks:

- Coordinating of exhibition and publishing projects, in collaboration with the directors: relations with artists and lenders, coordinating transportation of works and/or their production, coordination of exhibition installations with the technical team, editorial coordination, organizing trips and welcoming artists and partners.
- Managing communications: preparing texts and other content for different communication channels, coordinating production of printed media with the graphic designers.
- Providing support for fundraising application in collaboration with the directors.

**PROFILE AND KEY SKILLS**

- Minimum 3 years of experience in coordination and production of cultural events, preferably with experience in exhibition production.
- Minimum 3 years of experience in communication, in particular digital, in the cultural field.
- Experience in fundraising is a plus.
- Versatility and ability to manage an important workload and work in a dynamic environment.
- Excellent command of French, good command of written and spoken English, German or another language is a plus.
- Strong interest in the Swiss and International contemporary art scene.

**CANDIDACY**

Required documents: detailed CV, cover letter and copies of diplomas and certificates

Language: French

Deadline: 01.09. 2021

Submission by email only to Anna Iatsenko, administrative director:

[a.iatsenko@centrephotogeneve.ch](mailto:a.iatsenko@centrephotogeneve.ch)

**CONTACT**

For any questions or inquiries, please contact Anna Iatsenko, administrative director, via email at [a.iatsenko@centrephotogeneve.ch](mailto:a.iatsenko@centrephotogeneve.ch)

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