

Public Programs Internship

Title: Public Programs Associate

Status: Full-time, 40 hours/week

Duration: September 2020 through August 2021 (12 months) – The start date may change as local regulations to fight Covid-19 change.

About swissnex

swissnex is the Swiss global network connecting the dots in education, research, and innovation. Our mission is to support the outreach and active engagement of our partners in the international exchange of knowledge, ideas and talent. The swissnex global network consists of five locations and outposts established in the [world's most innovative hubs](#). We contribute to strengthening Switzerland's profile as a world-leading innovation hotspot.

Located at Pier 17, swissnex San Francisco connects the dots between Switzerland and the West Coast of the USA in education, research, innovation, and the arts. We are a dynamic and international team that produces events, exhibitions, academic and corporate programs, and startup bootcamps (to name just a few of our activities).

Our work space is shared with artists, corporate residents, researchers, and startups, and is connected to our public exhibition gallery, event space and our digital community. A rare opportunity to join the team as Public Programs Associate (internship) is available for a people-oriented, technically-inclined, creative and self-motivated individual.

Position Summary

The Public Programs Associate will support the public programs and exhibitions team by coordinating all aspects of digital programming, event production from conception to post-event assessment, including managing vendors and suppliers, setting up and dismantling event spaces, and all aspects of event logistics. You will start your internship by helping the events team with organizing the wide variety of public programs at swissnex SF. Later on, you may “own” your own event(s), leading your own project(s).

Together with the team, you will determine how public programs develop in the future – anticipating the long term effects of Covid-19. One of your big projects will be responsibility for Switzerland’s booth at the Game Developers Conference (GDC) in March 2021 where you will support a Swiss gaming delegation to showcase their skills and products.

You will also support the swissnex team with general operational duties including being part of the welcome team, and you should be willing to roll up your sleeves to do whatever needs to be done. This internship offers unique exposure to international experts and thought-leaders from a variety of fields, and the possibility to learn, hands-on, about all stages of event planning and execution.

As part of a small team with a bottom-up, informal culture, you can shape projects and outcomes, and learn with and from colleagues, partners and stakeholders, and build your own professional network within California’s innovative ecosystem.

Key Responsibilities

- Events Programming (50%)
 - Support the Head of Public Programs in all event team needs (coordinate within the events team, write event communications/applications, invitation management, maintaining databases, debriefing, etc.)
- Logistics and Operations (40%):
 - Support logistics in coordination with operations team, with focus on supporting public programs and exhibitions, including event setup and takedown and attending and working evening events
 - Collaborate on shared operational duties, including front desk reception coverage
 - Contribute to Events Team departmental goal development and tracking efforts
- Research for Events Team (10%)
 - Find new contacts and ideas for Public Programs (research potential speakers and topics, work on new digital formats, help to build new networks for swissnex SF at meetups or events in the Bay Area)

Our Ideal Candidate

- Has some experience producing events and a demonstrated passion for science, art, innovation and the digital world
- Is an organizational wizard and a do-er. This role is primarily about organizing, executing and getting things done

- Has excellent communication skills, including command of written and spoken English, and is fluent in at least one Swiss language
- Is an excellent problem-solver, as well as proactive, independent, self-motivated, energetic and detail-oriented. Flexibility is critical.
- Is interested in new technologies and loves to experiment with new digital tools to develop hybrid formats
- Is willing to work evening hours, as needed for events, and is comfortable with the physical work required for event production (standing and walking for extended periods, lifting, and moving tables and chairs, etc.)

What We Offer

- Be part of a creative, fun team curating and producing events and exhibitions
- Create, within a team environment, interdisciplinary events and exhibitions to inspire and excite a variety of audiences
- Gain work experience in a creative and fast-paced environment, in one of the most dynamic regions of the world and collaborate with interesting partners in the fields of science, education, art and innovation in both Silicon Valley and Switzerland
- Develop networking and project management skills and extend your personal network
- Work with different internal stakeholders at swissnex SF for organizational and operational tasks
- Salary of USD 2,700 per month

Eligibility Criteria for Internship

- Candidate is a Swiss citizen or a non-swiss citizen with legal residency in Switzerland (C-permit)
- Candidate studies in a university or university of applied sciences in Switzerland towards a Bachelor's or Master's degree and is requested to do an internship in order to obtain the degree, OR the last university degree (Bachelor/Master) is not older than one year at the beginning of the internship
- Candidate has not gained professional experience in the field of his/her studies
- The total period of internships ("Hochschulpraktikum"/ "Stage académique", including the one at swissnex) within the Swiss confederation does not exceed 12 months

Ready to Apply?

To be considered, you must apply through the link below and include in your application both your resume (CV) and a cover letter detailing your qualifications and interest in the position.

Click **HERE** to apply. Deadline to apply is May 25th, 2020.