

Istituto Italiano di Cultura a Zurigo

The company

Address	Istituto Italiano di Cultura Zurigo, Tödistrasse 65, CH 8002 Zurich
Type of business	Cultural institution
Professional work trainee will get experience in	Better knowledge of German language (writing, speaking), administration and organization skills

Trainee's profile

Languages required	German (level B1), Italian
Faculty	Department of Humanities, Department of Linguistics and Comparative Cultural Studies
Computer skills	Intermediate level, use of Windows Office
Required skills	Organization skills, basic requirements for cultural competence, language competence

Job description

Job content

- Answering phone calls
- Writing invitation letters
- Updating the Institute's website and profile in social networks
- Updating of the Institute's database
- Analysing culture sections of local newspapers and magazines
- Assistance in organizing cultural events.