

Programming Office Assistants

Job Specifics

Type of employment:	Temporary assignment, fixed term contract
Working hours:	Full-time (100%)
Workplace:	Locarno
Periods of employment:	Availability for one of the following employment periods is to be specified in the cover letter. <ul style="list-style-type: none">○ April – August 22nd, 2025○ May – August 22nd, 2025○ June – August 22nd, 2025

General Overview

The Programming Office Assistant ensures the accuracy and organization of film-related information for the festival. This role involves verifying film submission details, gathering assets for the catalogue, website, and press office, and collaborating with various teams to maintain smooth communication and high-quality public materials. This position requires a proactive, detail-oriented individual capable of managing multiple tasks to actively support the promotion of auteur cinema.

Tasks & Duties

- Verify and allocate information on submitted films.
- Request information and materials from rights holders, producers, filmmakers, and film institutions.
- Conduct research on selected films.
- Create film cards and organize film schedules.
- Handle screener requests.
- Collaborate with the press office to prepare the press line-up and official festival statistics.
- Verify all film-related information on printed materials.
- Coordinate with various departments—press office, communications, catalogue, digital, and social media—for film program information.
- Provide support during the festival's press conferences and photo calls.

Profile requirements

- Excellent proficiency in Italian (C2 or native speaker), advanced proficiency in English (C1) and very good knowledge of French (B2 - C1).
- Good knowledge of the MS Office products (Outlook, Word and Excel).
- Aptitude for working to deadlines and reporting to multiple people.
- Quick learner, with a highly organized and meticulous approach, displaying a strong attention to detail.
- Good communication and interpersonal skills (phone, e-mail, in person).
- Flexible personality with strong team spirit, able to work both in a team and independently.
- Residence in Switzerland.



Application

To apply for this position, please complete this [application form](#). You will be prompted to create an account—simply follow the instructions provided. Ensure you have the following documents ready for upload:

- Recent photo
- Curriculum Vitae
- Cover letter
- Copy of a valid identification document

Only applications received by **January 10th 2025**, will be considered. Applicants will be notified of the outcome of their application via email. Only pre-selected applicants will be contacted for an interview