



Locarno Film Festival

The Locarno Film Festival, like cinema itself, is a dream machine. Behind this evocative concept, however, there is an entire organization which is always hard at work, year-round, in close cooperation with all players involved, across the local area and the national and international borders, seeking to improve its own processes and practices.

If you are looking for a job that offers you the opportunity to become part of this incredible organizational machine, we may have what you're looking for. We are looking for someone with a proactive spirit who wants to contribute to its success and wants to help our partnerships grow in collaboration with the Marketing and Sponsorship team.

If you think you are the right person, then this could be the perfect opportunity for you.

We are looking for one:

Partnerships Assistant

About the job

The Locarno Film Festival is looking for a young, talented and determined Partnership Assistant to join our organization. You'll be supporting in implementing our partnership strategy and owning operations to shape activations with our partners that bring added value to the Festival and the festival-goers, while promoting the diffusion of the brand in Switzerland and abroad and ensuring the adherence of proposals and collaborations with the values of social responsibility of which the Festival is an ambassador. This is an opportunity to be part of the team by meaningfully contributing to the Festival's financing and mission to be a space for creating new and different imaginaries.

You will work closely with the Marketing and Sponsorship team to create relevant, creative, engaging activations to build meaningful relationships with current partners and to acquire new ones. You will participate in implementing strategies, and to create cross-departmental collaboration and synergies. Therefore, a commitment to collaborative problem solving and the delivery of accurate and organized information is essential.



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Main tasks and responsibilities

Under the responsibility of the Marketing and Sponsorship offices, you will be required to independently execute or provide support to the following duties:

- Partnership contracts and benefits fulfilment
- Drafting of partnership agreements and proposals
- General support to partners regarding processes and procedures (advertising, activations, hospitality, etc.)
- Operational management related to partners activations onsite: permits, logistics, etc.
- Operational management related to partners groups or guests: ticketing, merchandising, etc.
- Collaterals management (print, digital and onsite signage) where related to partners
- Ensuring continuity and consistency of services to guarantee overall partners satisfaction
- Coordination among multiple department touchpoints where related to partners communication or activation (Marketing, Press Office, Ticketing, Logistics, Events)
- Post Festival reports and invoicing
- Various administrative duties such as maintenance of files, contacts database update, proof reading, etc.

Profile requirements

- Prior experience in marketing and sponsorship is not required – this is an entry level position
- Excellent language skills in Italian (C2 or native speaker) and English (C1), very good knowledge of German (B2 - C1)
- Good knowledge of the Microsoft Office 365 package
- Aptitude for working to deadlines and reporting to multiple people
- Quick learner, highly organized, able to execute multiple projects simultaneously with proactive attitude
- Good communication and interpersonal skills (phone, e-mail, in person)
- Precise and flexible personality, able to work both in a team and individually



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Type of employment

- This role is a temporary assignment with a fixed-term contract, which has the potential to be converted into a permanent one if there is mutual interest
- From January 2022 (or date to be agreed upon) to September 2022
- Full-time (100%)
- Our offices are located in Locarno and we currently work in a hybrid model with fixed in-presence days and a percentage of home office days

More reasons to join us

- Embark on an exciting journey to shape relationships and projects which go beyond the timeframe and geographical limits of the event
- Lots of hard work and fun in a young and enthusiastic team
- Thrive in a dynamic work environment as part of an international team
- Staff accreditation and invitation to private events to experience the Festival for yourself

Does this description sound like you?

If you've got the skills for the job, enthusiasm about our vision and desire to give your best to be a part of our culture, we're looking forward to hearing from you.

Please send us your CV and cover letter in English to talents@locarnofestival.ch, with subject line: Partnership Assistant.

We will give priority to applications received prior November 30, 2021.

Meanwhile, be sure to stay in the loop by signing up to our [newsletter](#). If you have any further questions, please do not hesitate to contact us via talents@locarnofestival.ch