**Wikimedia CH** is a not-for-profit association, the Swiss chapter of the international Wikimedia Movement. It promotes free knowledge, in particular through the Wikipedia encyclopedia and other associated projects.

As a grassroots organisation, with each team member's empowerment through an agile structure and mindful environment at its heart, Wikimedia CH currently employs fifteen people part-time and works with an engaged community of members and volunteers.

We are now seeking a dynamic individual, who shares our vision, to join our team as:

**GLAM Expert (Manager) Galleries, Libraries, Archives, Museums (GLAM) 50-60%**

The GLAM Expert (Manager) will assist and support the GLAM Programme Lead concerning the collaboration and implementation of projects for Cultural Institutions in Switzerland. In this position, your role will be to engage in operational activities and manage smaller projects from the definition phase to realisation.

## YOUR RESPONSIBILITIES

- Management of Swiss and international GLAM Projects
- Support to the GLAM Lead in the Implementation of the GLAM Programme and Strategy
- Event and Campaign Planning and Execution in Collaboration with the GLAM Network
- Representation of Wikimedia CH and its GLAM Programme at physical Meetings and Events
- Cross-Functional Collaboration with other Wikimedia CH Programmes
- Research on Trends, Technologies, Policies and free Licences in the Cultural Sector
- Observation and analysis of the GLAM Landscape in Switzerland
- Assistance in internal and external Communication
- IT Development Management for Cultural Heritage
- Metrics and Reporting
- Cross-Functional Collaboration with other Wikimedia CH Programmes

<u>YOUR PROFILE</u>

**Mandatory Job-related skills/competencies:**

- Fluent in (Swiss) German (at least C1), English (at least C1) and French (at least B2); nice to have: Italian (B1/B2)
- Availability for regular travel within Switzerland
- Willingness to work on flexible work schedules (also sometimes evenings and weekends), due to the nature of Wikimedia CH's work
- Proven ability to plan, implement and manage GLAM or other cultural projects
- Track record in planning, organising, and executing events and campaigns in the cultural sector
- A knowledge of and an interest in the changing landscape of contemporary art and culture
- Strong writing skills in the relevant languages (clarity, focus, expression, results-orientation)
- Demonstrated ability in analytical and research skills
- Proven expertise in facilitating discussions, resolving conflicts, and fostering collaboration among stakeholders
- Familiarity with data collection and analysis to measure initiative effectiveness, with the capability to report key metrics and insights to stakeholders

*Ideal:*

- *Experience in co-creation projects with Wikimedians, artists, designers and programmers (for Ex. GLAM Hack)*

**People skills/competencies:**

- Strong intercultural competence and a "can do" attitude
- Self-starter, pro-active, and results-oriented with an excellent capacity to organise him/herself
- Strong online collaboration skills
- Networking and partnership-building skills
- Good knowledge of technology (IT, Wiki, CRM) and ideally experience with mock-ups
- An understanding of free knowledge with a commitment to this value and the mission of Wikimedia CH

**Contract details:**

- Start date: **ASAP**
- We offer a position in a modern not-for-profit setting, inside a high-profile association with interesting and varied tasks and the possibility of development.

Being a **virtual** organisation without a physical office, the candidate will be **home-based**, **frequently travelling** across Switzerland and sometimes abroad. Any location in Switzerland would be possible.

- Starting salary 13 months, from 76'000 CHF onwards, depending on expertise
- Attractive pension fund and benefits
- Contract foreseen for 50-60%
- The position reports to the GLAM Lead of Wikimedia CH

## <u>Applications:</u>

Applications will be reviewed and processed **upon receipt**. Applications should be addressed electronically to sandra.becker@wikimedia.ch including your CV and a cover letter. Please do not attach certificates or indicate references at this point.

**Please only apply if you write/speak the required languages.**

**Only candidates with a valid permit to work in Switzerland will be considered.**