
INT studio
Ateliers de Renens
Chemin du Closel 5
CH-1020
info@int.studio
www.int.studio

INT is hiring: Studio Manager 60-80%

INT is looking for a talented Studio Manager to join their team in Renens, Switzerland. For a period of 1 year [3 months trial] with the possibility of an extension. With a great portfolio of clients built up over 8 years - including Switzerland's largest museums, institutions such as EPFL and UNIL or brands such ON Running & Hermès - we are convinced that today, with your help, we can push the studio to achieve its new goals. You will be working closely with the 3 founders and art directors of INT on various creative projects at the intersection of art, design and technology. Your main goal will be to support the team in the management and growth of the studio.

Ideal profil

- Education in management, media or communication or solid professional experience in studio and project management.
- You are interested in the field of art, culture, design and new technologies
- Excellent writing skills [both french and english]. Speaking German is a plus.
- Positive, motivating, flexible and inspiring attitude with a growth mindset
- Great organisation and communication skills
- Good Knowledge in office softwares [Indesign, Notion, Microsoft Office, Google drive docs and sheets etc.]
- At least 2 years of experience in a similar position
- Having a network in the field of culture and/or luxury is a plus.

Your tasks at INT studio

- Being creative and helping us developing the strategy of the studio
- Prospection: Supporting the team in the search for new clients in the institutional and cultural field but also looking for new opportunities in the luxury sector.
- Participating in clients meeting to present our ideas and writing up reports
- Supporting us in proofreading or/and writing project briefs
- Helping the 3 founders in their administrative tasks
 - Drafting offers and forwarding them to clients
 - Follow up the administrative aspects of the projects [emails etc.]
- Bringing new ideas to the communication strategy and organisation of the studio.

Your tasks at Fragmentin [artists collective run by the founders of INT]

- Supporting the team in the preparation, filling and submission of fundraising applications to raise funds for the production of new artworks and exhibitions.
- Proofreading or/and writing artwork description.
- Compiling press kits of our work and contacting the specialised press for publications.
- Selecting and contacting galleries, museums and curators to exhibit our current artworks and looking for new opportunities.

As the list of objectives and tasks is rather wide and varied, a more precise selection can be defined with the successful candidate.

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At a Glance:

INT is a Swiss design studio that works at the intersection of art direction, interactive scenography, web & creative programming. With more than 8 years of experience, we combine innovative technology with inventive curiosity. We create meaningful narratives and advise clients on ways of using digital technologies to improve their communication strategy. While our main partnerships are in the cultural field, we also work with universities, non-profit organisations, architecture studios, brands, and conferences. The founders of INT studio are also the three artists behind Fragmentin [www.fragment.in] an award winning artists collective using various mediums [sculpture, installation, video, interaction] to question the impact of the digital on everyday life. Fragmentin's works are often conceived as spaces for discussion on crucial contemporary themes and issues such as climate change.

Our team

INT studio brings together a multidisciplinary and motivated team of 5 persons with a diverse skill-set in art direction, software programming, and product/engineering design. INT was founded by Laura Perrenoud, David Colombini, and Marc Dubois, who met at ECAL [Ecole Cantonale d'Art de Lausanne] while studying Media and Interaction Design.

When

Ideally from the 1st of January, 2023.

Where

Les Ateliers de Renens, Chemin du Closel 5, 1020 Renens [Switzerland]. Our studio is located in Les Ateliers de Renens near Lausanne, Switzerland, a building that houses startups, Fab Lab and a makerspace.

How long ?

Fixed contract for a period of 1 year [part-time at 50 to 80%] with a 3-months trial period.
Possibility of an extension.

Salary

Fixed salary based on your experience.
Additional % on commission basis could be discussed.

Submission

Interested ? Please send us your CV and a short cover letter to info@int.studio