



## TECHNICAL SERVICES ASSISTANT (HoS Jr Tech Team)

<b>CONTRACT</b>	15 June to 31 July 2020 – Temporary paid working contract, 80%
<b>LOCATION</b>	CH-1824 Caux
<b>PURPOSE</b>	Head of Service Junior assisting the Technical Services Manager in coordinating all technical services at the Caux Palace Conference and Seminar Centre during the <a href="#">Caux Forum</a> .
<b>REPORTS TO</b>	Technical Services Manager

Established in 1946, Initiatives of Change Switzerland organizes and coordinates international and local conferences, seminars and training in Switzerland, primarily in its Conference and Seminar Centre, the Caux Palace, bringing together a true diversity of people. We provide a safe and privileged space to inspire, equip and connect individuals, groups and organizations from around the globe to engage effectively and innovatively in trust building, ethical leadership, sustainable living and human security.

### AREAS OF RESPONSIBILITY

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**The Technical Services Assistant provides leadership in cultivating an atmosphere of care, service, hospitality and community within the Caux Forum Technical Services, based on the core values of respect for human dignity, truth, solidarity and care.**

#### Leading, coordinating and planning

- Assist the Technical Services Manager in coordinating all Caux Forum Technical services and ensure smooth day-to-day operations by liaising closely with the Forum Secretariat and the Head of Maintenance
- Assist the Maintenance Manager for the set up and clear up operations before and after the Caux Forum

#### Supervising and training

- Create a safe, caring, inclusive and positive collegial team atmosphere
- Train, coach and support your team
- Ensure that your team takes responsibility and fulfils its tasks and duties successfully

#### Creating an enjoyable experience for guests attending the Caux Forum

- Liaise closely with the Forum Secretariat and the Event Teams of each Forum to ensure that all requests for venues, rooms and equipment are delivered in a timely and professional manner.
- Set up rooms for meetings, workshop and events, ensure the smooth operating of all technical equipment needed.
- Provide technical assistance to the Caux Forum Event Team with microphones, projectors, sound and lighting.
- Care for and run the technical equipment, which includes simultaneous interpretation systems, sound desks, microphones, lighting control desks, projectors. Set up and run the theatre as well as the cinema.

### KEY SKILLS AND REQUIREMENTS

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The ideal candidate will have outstanding leadership skills and extensive hands-on experience. He/she must be organized, systematic, patient, motivated and self-confident. He/she must have the ability to appropriately assign or delegate work and be an empathic leader who inspires others to accomplish goals. He/she should work well under pressure, even with minimal supervision. He/she must be available to work when needed, including weekends and evenings.

- Prior experience in a team-leading position as well as prior experience of the Caux Forum is of great value
- English (fluent), French (good) and other languages are a plus
- Solution-oriented and good coordination, planning and communication skills
- Outgoing personality, ability to work with young people of different backgrounds and cultures
- Guest-focused thinking, helpful and friendly attitude, resilience, ability to work under stress, good self-management
- Well-presented, punctual and flexible during working hours

### HOW TO APPLY

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Please apply by email to Mrs Rahel Isenschmied ([hr@caux.ch](mailto:hr@caux.ch)) until 1 March 2020.