



SEPTEMBER 2021

## GEMINI Program Manager Virtual Museum and Communication





## About the Jacobs Foundation

Headquartered in Zurich, Switzerland, the Jacobs Foundation is one of the world's leading foundations in the field of child and youth development. Established by entrepreneur Klaus J. Jacobs and his family in 1989, we commit an average annual budget of CHF 55 million to support research and programs in the fields of learning and child and youth development.

For more than 30 years, we have devoted ourselves to promoting child and youth development all over the world. With the complex social changes taking place in the world today, education is becoming increasingly important for success in life. Through our activities, we identify important issues and societal needs in education and learning. Together with our partners we seek to find innovative ways to promote learning and child development, and to facilitate social change and lasting impact.

Our projects span a range of activities, including research on individual learning and education and technology, facilitating the sharing of best practices, collaborative efforts to eradicate child labour, research fellowships, and a major international conference.

## About 'Global Education Museum Initiative' (GEMINI)

The Jacobs Foundation will in 2022 launch the 'Global Education Museum Initiative' (GEMINI), a global virtual network of museums that focus on learning and education. The initiative will build and maintain the infrastructure to amalgamate global perspectives, historic and current, on learning and education. Artistic representation of learning themes will be a key focus.

We are now looking for two outstanding individuals to co-lead this initiative as Program Managers, working in close collaboration to bring GEMINI to life, working from planning stages through to implementation and day to day operations. The two Program Managers will bring complementary skills and experience, and each have responsibility for particular strands of activity in GEMINI. Co-leadership is integral to our ethos at the Jacobs Foundation. You can find out more about it [here](#).

You can find out more about the counterpart in the job ad:  
GEMINI Program Manager Education Program and Museum Events

## The Role

**Position:** GEMINI Program Manager Virtual Museum and Communication

**Location:** Zurich, Switzerland

**Salary:** Competitive with benefits

**Workload:** 0.8 or full-time

### Key Responsibilities

- Co-conceptualization and development of GEMINI
- Successful implementation of the virtual museum
- Curation of content and coordination with global contributors
- Editorial management and quality assurance for the GEMINI platform
- Positioning of GEMINI in the local and international media landscape
- Curation and production of online content for the Foundation's website (e.g., blog articles, newsletter)
- Coordination and alignment between GEMINI, BOLD (Blog on Learning and Development), and Foundation's website
- Engagement in internal knowledge and learning processes
- Collaborate with and contribute approximately 30 % of working time to the Knowledge and Communication horizontal of the Foundation

### Qualifications and Experience

- Educated to degree level, or equivalent experience
- Ideally, minimum of five years post-graduate work experience
- Experience of engagement with multiple stakeholders and successful project management
- Expertise in web design, content and knowledge management, writing and editing, social media, and database management
- Experience in media relations, ideally with relevant existing networks
- Experience in a museum, library or the wider arts sector, ideally in an English-speaking international context, would be beneficial
- Interest in the fields of child development, education, and learning
- Outstanding written and verbal communication skills with strong attention to detail
- Fluency in English, with knowledge of other languages, particularly German, beneficial
- Strong entrepreneurial, 'self-starter' approach
- Team player with exceptional interpersonal skills, cultural awareness, and service mentality
- Highly motivated with a reliable, pragmatic, and flexible working attitude
- Ability to work in a collegiate and collaborative way in a co-leadership model, working closely with the Program Manager, Education Program and Museum Events



## What the Jacobs Foundation offers

- A dynamic, international, and highly supportive working environment
- Opportunity to make a high impact contribution to the Foundation, through the development and implementation of GEMINI
- A competitive salary and attractive employment conditions, including six weeks of annual leave
- Working as part of a small, cohesive team in a beautifully located historic building in our Zurich office





## How to Apply

Before applying, please check that you can answer yes to all the following questions:

- Do you have experience in a museum or the wider arts sector?
- Do you have expertise in web design, content and knowledge management?
- Do you have the right to work in Switzerland, the EU or the UK?

If you can answer yes to all the above questions, then please submit your CV and cover letter to [gemini@jacobsfoundation.org](mailto:gemini@jacobsfoundation.org)

Please provide a CV and cover letter in two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in MS Word or PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy)-JF-VM. For example: Pat-Jones-CV-092021-JF-VM or Pat-Jones-CoverLetter-092021-JF-VM.

### Timeline

Closing Date:	22 October 2021
First stage interviews:	Week of 01 November 2021
Final interviews:	To be confirmed

### Selection process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

### Equality Statement

The Jacobs Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, age or any other characteristic protected by law.

### Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email [gemini@jacobsfoundation.org](mailto:gemini@jacobsfoundation.org) in the first instance.



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