

Job Description: Communication or Media Student for Event Documentation

Position: Event Documentation and Media Team

Location: Switzerland / Klosters (Graubünden)

Duration: 15th May 2025 – 17th May 2025

Responsibilities:

- **Photography & Videography:** Documenting the event through professional photos and videos. You will be responsible for capturing both dynamic scenes and the overall atmosphere of the event.
- **Recording of Presentations:** Recording the lectures and presentations at the event (video and/or audio).
- **Transcription:** After the event, you will be responsible for transcribing the recorded lectures into written transcripts. These transcripts should accurately and clearly convey the key content and discussions.
- **Content Publication:** If needed, you may also assist in publishing photos, videos, or transcripts on social media channels or the event website.

Requirements:

- Studying Communication, Media Studies, Journalism, or a related field
- Experience in photography and videography (preferably with your own camera equipment)
- Proficiency with common image and video editing software
- Experience in transcribing audio or video recordings (preferably with transcription software)

We offer:

- Compensation of up to CHF 1,500 for two days, including free board and lodging
- Hands-on experience in organizing and running an event
- An opportunity to further develop your skills in event documentation and media technology
- Insights into the work of an event team and networking opportunities

Application:

Please send your resume for this position to:

f.gherzi@bombyxcap.com or a.flicker@bombyxcap.com