

The Hindemith Foundation aims to preserve and promote the musical and literary heritage of Paul Hindemith, composer, instrumentalist, conductor and teacher.

For its Music Centre <https://www.hindemith.info/en/music-centre/>, the Foundation is looking for a director.

Your mission / tasks :

Under the authority of the Board of the Hindemith Foundation,

- To manage the Hindemith Music Centre in Blonay;
- To ensure the operation of the Hindemith Music Centre in Blonay in accordance with the quality standards of a place dedicated to hospitality, in line with its history and its development potential;
- Maintain and establish relationships with customers (retention of existing customers, promotion and acquisition of new customers);
- Master the management of development projects;
- Manage a team of employees;
- Ensure the administrative and financial management of the Hindemith Foundation and the Hindemith Music Centre in Blonay;
- Develop steering tools (statistical, analytical, strategic) for the operation of the Hindemith Music Centre in Blonay;
- Controlling the financial statements and supervising the accounting and the closing of accounts;
- To report to the Managing Director of the Hindemith Foundation.

Your profile:

- Bachelor's degree in hotel management or similar;
- Experience in managing a hotel establishment;
- Mastery of the operation and management of a hotel establishment;
- Ability to propose and develop strategies;
- Capacity and experience in project management;
- Ability to anticipate;
- Organisational skills;
- Ability to manage staff, to unite and motivate a team of employees;
- Willingness to take on multiple and diverse activities at the same time;
- Ability to deal with customers (loyalty and acquisition);
- Interest in cultural activities, especially music;
- Skills in the financial and administrative management of a hotel establishment;
- Possession of a bachelor's degree (or willingness to follow the training leading to it);
- French and German essential, English a plus;
- Good knowledge of the legal, administrative and financial rules governing foundations under Swiss law.

Entry into service on 1 January 2024 (or to be agreed).

Your application should be sent to the Hindemith Foundation,
Chemin de Champ-Belluet 41, 1807 Blonay (administration@hindemith.org).
Contact: François Margot, 021 943 05 28