

Title: Host / Hostess

Location: Geneva

Expected Timeline: Tuesday 31 October- Thursday 2 November 2023

Time Commitment: Around 30 hours

The role:

We are seeking a charismatic and attentive Host/Hostess to ensure the smooth and engaging operation of the Geneva Peace Week. As a Host/Hostess, you will play a vital role in creating a welcoming and organized atmosphere for participants, speakers, and guests. Your excellent communication skills, strong attention to detail and ability to manage multiple tasks simultaneously will contribute to the success of the event.

[Geneva Peace Week](#) is a leading annual forum in the international peacebuilding calendar, and the flagship initiative of the [Geneva Peacebuilding Platform](#). This year, Geneva Peace Week is celebrating the 10th Anniversary, therefore we are expecting an important attendance for this edition.

The role includes the following tasks:

- Greet attendees, speakers, and guests as they arrive at the event venue.
- Provide a warm and friendly welcome, ensuring a positive first impression for all participants.
- Assist participants in locating event sessions, restrooms, and other facilities within the Maison de la Paix.
- Manage the welcome desk, addressing inquiries, providing information, and resolving any issues that may arise.
- Coordinate with event staff, volunteers, and security to ensure a seamless flow of activities.
- Work closely with the Geneva Peace Week Lead and the Hospitality Coordinator to ensure the event schedule is adhered to and runs smoothly.
- Provide assistance to individuals with special needs or accommodations, ensuring their comfort and participation.
- Contribute to post-event activities, such as collecting feedback from attendees.

Your profile:

Swiss or EU citizenship or a valid work permit for Switzerland at the time of application is a prerequisite.

- Fluency in French and English.
- Excellent interpersonal skills with a friendly and approachable demeanour.
- Strong communication skills, both verbal and written.
- Ability to multitask and remain organized in a fast-paced environment.
- Previous experience in event hosting, customer service or hospitality is preferred.
- Knowledge of the event's subject matter or industry is a plus.
- Professional appearance and conduct.
- Problem-solving skills and the ability to think on your feet.
- Flexibility to adapt to changing circumstances and unexpected situations.
- Punctuality and reliability are essential.

We offer:

- Opportunity to be a part of a dynamic and impactful event.
- Networking with industry professionals and event speakers.
- Gain experience in event coordination and customer service.

If you are an enthusiastic and proactive individual with a passion for creating memorable event experiences, we invite you to apply for the position of Host/Hostess for our upcoming Forum event.

Please submit your resume and a brief cover letter outlining your relevant experience and why you would be an ideal candidate for this role. Documents should be send to Maria Baltag at maria.baltag@gpplatform.ch before Friday 29 September 2023.

Candidates must be available for interviews between 4 and 5 October 2023. An online training session is scheduled for Thursday 19 October.