

## Garden Academy Baden-Württemberg e.V.

|                     |                                                                                        |
|---------------------|----------------------------------------------------------------------------------------|
| <b>Input date:</b>  | 05. October 09                                                                         |
| <b>Range:</b>       | Ø Garden design and landscape planning Ø Tourism<br>Ø Public-Relation Ø administration |
| <b>Institution:</b> | Garden Academy Baden-Württemberg e.V.                                                  |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                        |                     |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------|
| <b>Road and house number:</b> | Diebsweg 2                                                                                                                                                                                                                                                                                                                                                                                                                               |                        |                     |
| <b>Postal ZIP Code:</b>       | 69123                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Place:</b>          | Heidelberg          |
| <b>Land:</b>                  | Germany                                                                                                                                                                                                                                                                                                                                                                                                                                  |                        |                     |
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| <b>Internet:</b>              | <a href="http://www.gartenakademie.info">www.gartenakademie.info</a>                                                                                                                                                                                                                                                                                                                                                                     |                        |                     |
| <b>Period:</b>                | at any time                                                                                                                                                                                                                                                                                                                                                                                                                              |                        |                     |
| <b>Tasks:</b>                 | Ø organization and structure of conferences and seminars in the ranges of topics „private horticulture and garden culture for professionals and leisure gardeners“, garden journeys, garden- and landscape photography Ø structure and support of exhibitions (garden- and travel shows ) Ø accompany with dates Ø public-relation Ø office administration (care of address lists, file administration, telephone calls, correspondence) |                        |                     |
| <b>Requirement:</b>           | Ø good knowledge of German Ø computer knowledge (Word, Excel, PowerPoint, Photo-Shop) desirably Ø practical experiences within the ranges described above desirably Ø reliability, commitment and ability for teamwork                                                                                                                                                                                                                   |                        |                     |
| <b>Payment:</b>               | Cost compensation on basis for negotiation                                                                                                                                                                                                                                                                                                                                                                                               | <b>contact Person:</b> | Jeanette Schweikert |
| <b>Further:</b>               | Ø applications please with personal record Ø photo Ø if possible the last certifications.<br>Further information to the Garden Academy to find under <a href="http://www.gartenakademie.info">www.gartenakademie.info</a>                                                                                                                                                                                                                |                        |                     |