

<b>Input date:</b>	02. October 10
<b>Range:</b>	Ø private horticulture and garden culture Ø Tourism 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. Further information to the Garden Academy to find under <a href="http://www.gartenakademie.info">www.gartenakademie.info</a>		