



Tiny Miracles Communication AG
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Letzigraben 89
CH-8003 Zürich

PROMOTION COORDINATOR (100%)

Position : Promotion Coordinator

Position in the company : reporting to CEO in close functional collaboration with the Promotion Manager

Location : Zürich Oerlikon with flexibility on office days/hours vs. home office

Tiny Miracles Communication AG provides communication, PR and marketing services for the leading Swiss concert promoter TAKK ab Entertainment AG, which organizes the biggest shows in Switzerland, such as Taylor Swift, AC/DC, Ed Sheeran, Olivia Dean, Tame Impala, etc

Job description

The Promotion Coordinator supports the agency's day-to-day operations and acts as a key coordination point between all team members. Working under the direct authority of the CEO and in close functional collaboration with the Promo Manager, he/she contributes to the preparation and execution of promotional campaigns, produces communication materials, and ensures smooth information flow across the team. The role covers a broad scope of tasks and requires a versatile, proactive profile capable of adapting to the varied needs of a small, fast-moving agency.

Key responsibilities

- Supporting the Promotion Manager and the rest of the team in planning and executing promotion campaigns (briefings, timelines, follow-ups, coordination with external partners)
- Drafting and editing communication materials: press releases, newsletters, show announcements, partner info, presale landing pages, and internal documents
- Managing the scheduling and coordination of flyer distribution volunteers and customer activation teams, in support of the Promotion Manager
- Handle media / photographers' accreditations requests, in support of the Promotion Manager
- Presence at shows to handle the volunteers team + escort photographers, in support of the Promotion Manager
- Supporting the Social Media & Content Manager in setting up online advertising campaigns
- Manage the contact and info inboxes
- Preparing presentations, summaries, and reports for the CEO
- Key coordination point between all team members (social media, admin, etc)

This list is not final and may be updated upon mutual agreement.

Education / qualifications

Education in communication, event management, project management or marketing

Experience

- Minimum 2 years of experience in a communications, marketing, event or agency environment
- Experience in the culture, music, or live events sector is a strong asset
- Familiarity with media partnerships and promotional campaign workflows is a plus

Knowledge and skills

- Fluent English and German (spoken and written), proficiency in French is a plus
- Strong writing and editing skills in German and English
- Interest in the culture and music field is a must
- Will to attend shows
- Communicative, positive, proactive, autonomous, structured, stress resistant, attentive to details and solution-oriented approach
- Strong feedback culture
- MS Office proficiency

Application deadline:

We look forward to receiving your application documents by 31.07.2026 to

aurelia@tinymiracles.ch

Interviews will take place in Zürich Oerlikon on 20.08.2026 & 21.08.2026

Desirable starting date:

02.09.2026 or upon agreement