Position
Disney Research Zurich is a laboratory doing research for The Walt Disney Company. Our 80 researchers are developing new technologies in the areas of computer vision, robotics, camera & capture technology, AR/VR, AI/ML and materials.

You will work as a member of the platforms group, working together with the design and software engineering team as well as other lab research groups. You must be very flexible, highly responsible and reliable, with a high degree of self-organization and strong communication skills. We offer an interesting modern workplace and exciting tasks in an international environment with the latest technologies. Work language is English.

Responsibilities
Typical responsibilities for this position include, but are not limited to the following:
- User studies coordination and user support.
- Users recruitment across various platforms and local advertising channels in major countries.
- Assistance with project management, coordination and bookkeeping of several research projects.
- Assistance with writing reports, presentations, proposals.
- Assistance with conducting workshops.
- Handling group calendar.

Skills
Basic Qualifications:
- Superior writing and communications skills. Experience writing for professional organizations.
- Applicant should be adept at shifting from academic to narrative writing, producing reports, press releases and shorter, web-based content (including social media).
- Exceptional organizational and analytical skills; ability to interpret quantitative and qualitative data.
- Ability to interpret and communicate complex technology concepts, in clear concise language, to various audiences.
- Excellent ability to anticipate communication needs and take initiative.
- Ability to handle multiple projects and prioritize deadlines in a fast-paced environment.
- Commitment to keep informed of technology industry news and publications.
- Ability to work as part of a team. Be resourceful and solution-oriented. Ability to work effectively in a culturally diverse environment.
- Ability to use MS Office Suite, Adobe Creative Suite, Google Drive.
- Ability to interpret, apply, and ensure compliance with company policies, procedures, and guidelines; ability to identify problem areas and recommend solutions.
- The ability to meet deadlines and maintain a high-standard of excellence are key to success.
Preferred Qualifications:
An undergraduate degree in English, marketing, communications or public relations, or equivalent professional training and experience. A seasoned communications professional with at least 1 year of experience in the field of communications, public relations or marketing is preferred. Applicants with degrees in a related field also considered. Experience with social media and the strategy and content development for each platform. Ability to work in WordPress and experience designing, deploying and analyzing e-newsletters (MailChimp).

Application information
To apply, please email sasha.schriber@disneyresearch.com.
Our system allows us to track multiple documents within your candidate profile. In order to be considered for this opportunity, you must email your most current CV along with a cover letter that details your area of specialization and geographic preferences. We also request that you provide a link to, or include copies of, representative papers that we may add to your profile. If you are selected to move forward in the process, we will request that you provide the names and contact information of three or more individuals who have been asked to provide letters of reference.