

Input date:	01.07.2014
Range:	Ø education Ø private horticulture and garden culture Ø Public-Relation Ø administration
Institution:	Garden Academy Baden-Württemberg e.V.

Road and house number:	Diebsweg 2		
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Land:	Germany		
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Email:	gartenakademie@lvq.bwl.de		
Internet:	www.gartenakademie.info		
Period:	01.August 2014; 01. September 2014		
Tasks:	Ø organisation and structure of conferences and seminars in the ranges of topics „private horticulture and garden culture for professionals and leisure gardeners“, garden- and landscape photography Ø structure and support of exhibitions (gardenshows) Ø accompany and assistance with dates Ø public-relation Ø office administration (care of address lists, file administration, telephone calls, correspondence)		
Requirement:	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		
Payment:	Cost compensation on basis for negotiation	contact Person:	Jeanette Schweikert
Further:	Ø applications please with personal record Ø photo Ø if possible the last certifications. Further information to the Garden Academy to find under www.gartenakademie.info		