



EVS / ESC VOLUNTEERING PLACEMENT DESCRIPTION

**Fondation Ton sur Ton – Switzerland
La Chaux-de-Fonds / Neuchâtel**

1. About the hosting organisation

Fondation Ton sur Ton is a Swiss cultural foundation based in La Chaux-de-Fonds, in the canton of Neuchâtel. Founded in 2001, it has progressively evolved from an artistic school into a wider cultural institution active in three main fields: artistic education, inclusive culture, and international youth mobility.

Today, Ton sur Ton brings together a large community of teachers, artists, youth workers, cultural professionals and participants. The foundation develops activities in music, dance, theatre, circus and well-being, while also running inclusive cultural projects and international cooperation initiatives. It is especially committed to inclusion, participation, youth empowerment and non-formal learning.

Ton sur Ton is active in the Swiss Erasmus+ / Movetia ecosystem and has developed strong experience in youth exchanges, inclusive mobility and European volunteering projects. Volunteers hosted by Ton sur Ton do not enter a closed or repetitive environment. They become part of a lively cultural foundation where artistic practice, public events, social inclusion and international openness are closely connected.

Website: www.tonsurton.ch

Main working language: French

Other useful languages in the team: English



2. General framework of the volunteering experience

Duration: 12 months

Start date: 31 August 2026

End date: 31 August 2027

Weekly schedule: 35 hours per week, generally spread over 5 days

As Ton sur Ton is also an organiser of public cultural events and performances, volunteers must be ready to work in the evenings and on some weekends. The weekly schedule may therefore vary depending on public events, artistic activities and mobility projects.



3. What kind of volunteer are we looking for?

Ton sur Ton is looking for volunteers who are motivated by culture, youth work, inclusion and collective life.

More than already acquired technical skills, we are interested in the personality, creativity and personal drive of the volunteer. We will choose young people not only for what they already know how to do, but especially for their inventiveness, their desire to learn, and their wish to use this year in Switzerland inside a cultural foundation to develop a meaningful personal project.

We are especially looking for young people who:

are emotionally mature enough to live abroad for one year

are ready to work in a team and in contact with many different people

show autonomy in daily life

are curious, respectful and open to diversity

are willing to learn French

are interested in non-formal learning and intercultural experience

are able to take initiative without needing constant supervision

are motivated to develop a personal project during their volunteering year

are connected to a reliable sending organisation that knows them well

Volunteers with disabilities or specific needs are welcome at Ton sur Ton.





4. Main volunteering profiles

The exact mission can be adapted according to the volunteer's profile, skills and learning goals. We usually host 3 volunteers with complementary profiles.

A. Communication, visual creation and digital support

This mission may suit a young person interested in photography, videography, graphic design, communication or digital tools. Previous volunteers who fitted well in Ton sur Ton supported areas such as:

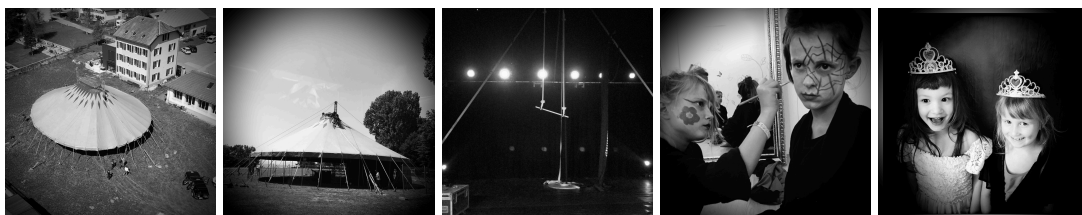
- assisting the graphic designer
- photography and video documentation of events
- social media and community management support
- assistance with SEO and Google Ads campaigns
- support to web and app development
- communication and visibility for youth mobility and cultural projects

B. Circus pedagogy support

This mission is for a volunteer who enjoys working with children and young people and who is interested in circus arts and inclusive pedagogy. The volunteer supports circus teachers during classes, workshops or public activities. This mission is only connected to circus activities, not to dance or theatre teaching.

C. Events, logistics and cultural life

This mission is for a volunteer who likes practical organisation and public cultural life. The volunteer helps with the preparation and running of events, welcomes participants and audiences, supports the team during performances or festivals, and contributes to the smooth daily life of the foundation.



5. Personal project

At Ton sur Ton, the volunteer's personal project is an important part of the experience. We strongly encourage each volunteer to imagine, test and develop a personal initiative during the year. This can be artistic, social, digital, documentary, educational or intercultural. We see the volunteering year not only as a contribution to our foundation, but also as a space for personal growth and creative development.



6. Support and mentoring

At Ton sur Ton, volunteers are accompanied by a real support team:

Laura Vandenborne is the volunteer's main personal referent during the whole experience

Michael Wenger takes care of all specific needs and accessibility-related questions

Nabil Jerbi, a former volunteer who stayed in Switzerland, acts as mentor and can be contacted at any time; he also helps volunteers discover Swiss life and socialise

Véronique Bussi helps ensure that life in the apartment goes well and also works with the volunteers during public events

Christophe Studer, mediator and general director of the foundation, ensures the overall meaning and framework of the volunteering experience

7. Accommodation and daily life

The 3 volunteers live together in a shared apartment. Each volunteer has a private bedroom. The apartment includes a small kitchen and a shower. The living room and common areas are shared and lively.

The apartment is mixed-gender. Candidates must therefore be comfortable living with people of another gender.

The volunteers' apartment is located inside a cultural house in La Chaux-de-Fonds called Villa Numa. This means that the volunteers live in a vibrant artistic environment, alongside Swiss and international artists who are also living or working in the house.



8. Financial and practical support

Volunteers receive:

monthly pocket money of CHF 480

accommodation paid by the programme

a Half Fare Travelcard to travel throughout Switzerland at reduced price access to bicycles

a Caritas card allowing reduced prices, and sometimes free access, for exhibitions and performances

Ton sur Ton pays for the volunteer's travel to Switzerland at the beginning of the mission and back home at the end of the mission.

Visa costs are not covered by Ton sur Ton. For volunteers coming from non-Schengen countries, visa-related costs and procedures must be handled by the volunteer together with the sending organisation and/or the Ministry of Youth or the relevant authority in their country.

The volunteer also benefits from a basic Swiss health and accident insurance. This insurance covers ordinary illnesses and standard accidents during the volunteering period. It does not cover operations, medication or medical interventions related to pre-existing conditions, known health problems, or treatments that could reasonably be done in the home country before departure.



9. Important note for sending organisations

Ton sur Ton gives strong importance to working with sending organisations that know the volunteer well and are able to play a real role before departure, during the project and after return. Experience has shown that this is essential for the quality and sustainability of the volunteering experience.

We kindly ask partner organisations to pre-select candidates carefully and to send us only applications from young people whose profile, maturity and motivation are truly compatible with a one-year volunteering experience in a demanding but meaningful cultural environment.

10. Application process

Application deadline: 4 June 2026

Candidates should send:

- completed the application form below
- a CV
- a motivation letter explaining why they are interested in Ton sur Ton and in this volunteering experience
- any useful portfolio or examples of previous work, depending on the profile

Applications should preferably be sent through the sending organisation, with a short recommendation or contextual note.

Contact:

volunteering@tonsurton.ch

www.tonsurton.ch



Curriculum Vitae

Last name:

First name:

Address (Street + number):

Postal code & City:

Country:

E-Mail:

Phone number:

Personal information

Gender:

Nationality:

Date of birth:

Place of birth:

Passport number:

Marital status:

Date of issue:

Date of expiration:

Person to contact in case of emergency (Name, address, phone and E-Mail):

Contact of your sending organisation:

Please briefly describe your educational background

Please describe your previous work experience

Please describe your previous volunteer experiences

What are your hobbies?

How would you describe your personality? Your strengths and weaknesses?

What are the knowledge and skills you can give / share during the EVS experience?

What knowledge and skills do you hope to gain during your EVS experience?

Which problems do you think you could encounter during your stay abroad?

What are your future plans after the voluntary service with EVS?

Do you have special needs (medical conditions, disabilities)?

Do you need to take any kind of medication?

Do you have any allergies (pets, food, etc.)?

Do you special needs concerning food (vegetarian)?

→ Please specify if you have answered yes to any of the above questions:

Do you smoke?

Do you hold a driver's license?

Please describe carefully your motivation

Please describe carefully your personal project