

The Austrian Cultural Forum New York is seeking to appoint a Project Assistant (Marketing & Communications).

This is a full-time staff position.

Project Assistant (Marketing & Communications)

Responsible for public relations including social media, marketing, and website management.

Responsibilities include but are not limited to:

- Manage the ACFNY's social media accounts (Facebook, Twitter, YouTube, LinkedIn and Instagram)
- Manage ACFNY's website and monthly newsletter
- Communicate with media, publicists and other partners
- Design/edit promotional material including exhibition catalogues, postcards, and flyers
- Represent the ACFNY in meetings and events
- Manage the public relations budget
- Contribute to internal reporting
- Coordinate with other ACFNY staff members on programming, reporting, communications, outreach and promotional activities
- Promote the ACFNY program to the New York Community
- Copyedit event descriptions, press releases, and other written material for distribution

Qualifications:

- Minimum Bachelor's degree
- German and English oral and written proficiency
- 3 years previous experience in public relations, marketing, advertisement, or communications, ideally in a cultural institution
- Strong management, organizational, and social skills
- Computer literacy, including MS Office skills; WordPress, Squarespace, Wix, or a similar website building program, required
- Basic familiarity with Adobe Creative Cloud programs, including Photoshop, InDesign, and Premiere Pro, required
- Familiarity in Google Ads and Facebook Ads recommended
- Team player
- Ability and readiness to work in a small team and long hours including occasional evening events
- Experience in photography and videography recommended

A work permit/green card for the United States *is required* for applicants who are not U.S. citizens.

Salary: Non-profit customary, commensurate with individual experience.

Please e-mail a PDF (max. 2MB) of your application including a motivational letter, resume, diplomas, writing samples in German and English, as well as the names and contact information of at least two references to:

Austrian Cultural Forum New York

Attn.: Project Assistant (Marketing & Communications)

11 East 52nd Street
New York, NY 10022
new-york-kf@bmeia.gv.at

No calls please. Only shortlisted applicants will be contacted.

The Austrian Cultural Forum is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, handicap, or any other legally protected status recognized by federal, state or local law.