

The Austrian Cultural Forum New York is seeking to appoint an Administrative Assistant/Librarian as of August 1, 2023. This is a full-time staff position limited to one year.

Administrative Assistant/Librarian

Responsible for the "Frederic Morton Library" at the ACFNY

Responsibilities include but are not limited to:

Library:

- Daily operation of the library assisting patrons, managing loans and reference services, shelving library materials, information management
- Book acquisitions, cataloging, labeling
- Participate in library-related projects as needed
- Assess and implement a new concept for the collection in close collaboration with the Directorate

Administrative tasks:

- Organize local and international shipping of mail and packages including diplomatic mail and shipping of artwork
- Support administration department
- Organize participation and participate at language teacher conferences including traveling within the US
- interface and coordinate with other ACFNY staff members on programming, reporting and event planning

Visitor services:

- Organize and hold tours of the ACFNY building for groups and individuals

Qualifications:

- minimum of Bachelor's degree in German studies, literature, history, or library studies
- excellent German language skills required
- A work permit/green card for the United States is required for applicants who are not U.S. citizens
- knowledge of (Austrian) contemporary history, arts and literature preferred
- excellent communication skills, strong organizational and diplomatic skills
- computer literacy, including MS Office skills

- ability and readiness to work in a small team and occasional long hours including evening events
- Enthusiasm, flexibility and detail-oriented workstyle
- Open, friendly personality, Social competencies and resilience
- Enjoy working in a multicultural environment

Our offer to you

- + One year Full-time position (40 hours per week)
- + Employment contract according to American law
- + Payment depending on experience / education: approx. USD 56,000 – 59,000 gross per year
- + Holidays: 25 working days per year plus official holidays
- + Health insurance contribution
- + Workplace located in Midtown Manhattan in an iconic building
- + Dynamic international team anchored in the diplomatic community of New York
- + Varied field of activities in the arts

If you would like to become part of the team of the Austrian Cultural Forum New York, please send an e-mail with your application (including CV and letter of motivation) as soon as possible: new-york-kf@bmeia.gv.at

No calls please. Only shortlisted applicants will be contacted.

The Austrian Cultural Forum New York 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.

www.acfny.org