

The Austrian Cultural Forum New York is seeking to appoint a Personal Assistant to the Director as of September 1st, 2023. This is a full-time staff position.

Personal Assistant to the Director of the ACFNY

The Austrian Cultural Forum New York is located in a critically acclaimed landmark building in the heart of Manhattan and is Austria's leading cultural representation in the United States. The ACFNY presents highlights of Austrian culture in the US by organizing exhibitions and events in the fields of visual art, music, film, theater and literature. We promote a vibrant exchange between Austrian and American artists and international audiences, including by networking with academic and art institutions throughout the United States. The ACFNY also provides a platform for science diplomacy, focusing on sustainable development and democratic values.

As of September 1, 2023 we are looking for a personal assistant to the director of the ACFNY whose responsibilities include but are not limited to:

- managing the director's office
- coordinating the director's schedule
- general administrative work i.e. organizing business trips
- general correspondence
- coordination of special events at the ACFNY (logistics, catering, etc.)
- communication/coordination with Austrian and American art institutions, artists as well as relevant government institutions
- support artists, scientists and guests during their stay

Qualifications:

- excellent German language skills required
- a work permit/green card for the United States is required for applicants who are not U.S. citizens
- experience in office management
- 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

- +) 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
- +) 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 or by August 1, 2023 at the latest: 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

www.acfny.org