

**The Austrian Cultural Forum New York is seeking to appoint a Communications, Media and Event Manager as of December 2024. This is a full-time staff position limited to 2 years.**

**Position: Communications, Media and Event Manager**

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

**Responsibilities include but are not limited to:**

- Write promotional texts, event descriptions, press releases and other communications material for a variety of mediums
- Manage the ACFNY's website, monthly newsletter and social media accounts (Instagram, Facebook, YouTube, LinkedIn); contribute to external newsletters
- Promote the ACFNY program to the New York Community
- Event management, planning and implementation of events; event photography
- Outreach to journalists, media, publicists and other partners; manage media relations
- Design promotional material including exhibition catalogues, postcards, and flyers; manage the archive for promotional materials
- Coordinate with other ACFNY staff members on programming, reporting, communications, outreach and promotional activities
- Manage the public relations budget
- Contribute to internal reporting
- Represent the ACFNY in meetings and events

**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 (or similar content management systems), Canva, social media
- Basic familiarity with InDesign, Adobe Creative Cloud programs, including Photoshop, InDesign and Premier Pro required
- Team player
- Ability and readiness to work in a small team with occasional long hours and evening events
- Experience in photography and videography recommended

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

Our offer to you:

- + ) Two years full-time position (40 hours per week)
- + ) Employment contract according to American law
- + ) Payment depending on experience / education: approx. USD 57,000 – 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](mailto: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](http://www.acfny.org)