

Projektmanagement (befristet auf 7 Monate)

Eurozine GmbH

Stellenbeschreibung

Employment 30 h/week, Vienna

Eurozine is the network of leading European cultural magazines, linking 84 partner magazines and 14 associated organizations from 37 European countries. Eurozine is also an online magazine (www.eurozine.com) that publishes selected articles from the partner magazines as well as original contributions in multiple languages, thus opening up a unique space for European debate.

Eurozine is looking for a project manager for a period of 7 months, starting in October or as soon as possible.

Tasks:

- project management and administration for various publicly and privately funded projects, including controlling (project budget, work programme), reporting and evaluation (financial and narrative reporting together with MD)
- publishing budget controlling and commissioning controlling;
- regular communication with project officers;
- additional grant acquisition;
- administrative tasks, such as help with organisation of events;
- implement projects aimed at facilitating cooperation and exchange between cultural journals and other media in Europe, such as: webinars, the translation funding programme, monitoring of fundraising opportunities, together with other team members;
- manage honoraria contracts and invoices with authors, reviewers, curators, translators, editors; prepare and keep up to date corresponding documents;
- keeping Network projects subpage up to date;
- participating in team meetings and Editorial Board meetings.

Your profile:

- in-depth experience in project management (ideally in the cultural field);
- experience in grant reporting;
- fluent in English, reliable German language skills (further language skills are an advantage);
- detail-oriented and systematic approach;
- working autonomous with high personal commitment

What we offer:

- a diverse range of tasks at the interface between literature, science and politics in an international environment;
- a diverse, interesting and respectful team that appreciates your work;
- an employment contract for a minimum of 30 Wochenstunden, 1.875 EUR before tax

Find more information on www.eurozine.com.

Please email your application with curriculum vitae and letter of motivation to managing director Sophie-Carolin Wagner by **20 September 2021**

to jobs@eurozine.com.

Eurozine – Gesellschaft zur Vernetzung von Kulturmedien mbH
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