

The Austrian Centre for Digital Humanities, a research department of the Austrian Academy of Sciences (Austria's leading non-university research facility), is seeking a

Communication expert (f/m; 50%) with expertise in social media

You will join a young, dynamic, internationally networked team, pursuing research within the context of the recently started European Project ELEXIS (European Lexicographic Infrastructure). Your responsibilities will comprise planning the (online) communication of the project, managing the social media channels of the project, creating and curating all published online content (written, images, eventually video), designing print material for the project, supporting the organisation of project events and contributing to the composition of project reports.

Requirements:

- University degree in communications, journalism, translation studies or related fields
- Experience in social media (Twitter, Facebook etc.) management
- Excellent written and verbal skills in English
- Good written and verbal skills in German
- Experience in target oriented content creation
- Experience in graphic design
- Excellent organizational skills
- Flexibility and ability to work effectively under pressure
- Willingness to travel to project meetings

Familiarity with the following technologies is required:

- Content management systems (Drupal, TYPO3),
- DTP software (e.g. InDesign, Photoshop).
- Social Media technologies (Twitter, Facebook, Youtube etc.)
- Office Package

Familiarity with the following technologies is regarded as a favourable asset:

- Experience with tracking and reporting on performance (Google Analytics, FB Analytics, Social Monitoring tools, etc.)
- Technologies for video production

An interest in dictionaries and other lexicographic resources would be an asset.

The employment will start the earliest on 15th of April 2018 and will initially run 1 year. The contract can be extended until the end of the ELEXIS project. The interviews will take place between the 5th and 9th of March 2018.

In accordance with the collective agreement for employees of the Austrian Academy of Sciences, the initial monthly gross salary for a 50% position, holding a Master degree, is € 1.357,80 (paid out 14 times a year, overpay is possible).

Please send your application (including CV, statement of motivation) by email to tanja.wissik@oeaw.ac.at (Tanja Wissik, Austrian Centre for Digital Humanities, Austrian Academy of Sciences, Sonnenfelsgasse 19/8, 1010 Vienna). The application deadline is 1st of March 2018.