

JOB OPENING

PROJECT MANAGER - MEDIA & COMMUNICATIONS (m/f/d)

ABOUT THE NEW INSTITUTE

On the basis of humanistic and scientific reflection on human becoming, THE NEW INSTITUTE develops concrete visions of future socio-economic and political realities.

THE ROLE

We are looking for a person with strong project management skills and an experience in the field of digital media, publications, and brand communication. The project manager will play a key role in conceptualizing and implementing THE NEW INSTITUTES media and communication activities.

YOUR RESPONSIBILITIES

- Organizing, managing and controlling work streams and projects
- Overview media products, publications and art projects
- Create and update project documentation
- Write and edit news items for the website, for printed publications, essays, interviews, papers
- Assist in the development and production of media products (both online and printed) such as newsletters, podcasts and publications
- Create PowerPoint presentations
- Design and sourcing of products for merchandising and marketing products
- Maintaining and updating our website
- Organization of photo and film shoots
- Overseeing production and editing of videos
- Overseeing the design of templates and CI-compliant documents
- Design and production of event materials
- Development of media product related budgets/cost estimates
- Liaison between for our service providers

OUR REQUIREMENTS

- The work of THE NEW INSTITUTE is interdisciplinary, trans-sectoral and impact-oriented – the experience and qualification of the research assistant should reflect this ambition
- A Bachelor's degree
- A high level of organizational skills and attention to detail
- Substantial working in project management and coordination
- Experience in producing print publications
- Excellent software skills (Office Suite, Swat.io, Cleverreach, Canva, etc.)
- Basic technical knowledge of HTML and web publishing (Kirby)
- Interest in design, publications and art
- Intellectual curiosity and familiarity with current societal, political and economic debates
- Reliable and independent way of working, be able to react spontaneously and adapt to changing circumstances
- Fluency in German and English, both written and spoken

The position will be based in Hamburg.

Please email the cover letter "Why THE NEW INSTITUTE?", certificates, references and résumé in a single PDF document to jobs@thenew.institute.

THE NEW INSTITUTE encourages diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, ethnic origin, gender identity/expression, age, religion, disability, sexual orientation or any other characteristic protected by law.