

JOB OPENING

STUDENT ASSISTANT – EVENT
TECHNIQUE AND RECEPTION (f/m/d)

ABOUT THE NEW INSTITUTE

On the basis of humanistic and social-scientific reflection on human becoming, we develop concrete visions of future socio-economic and political realities. THE NEW INSTITUTE is an experimental initiative aimed at developing social imaginaries for future societies.

THE ROLE

We are looking for two student assistants for the technical assistance of our events as well as for the reception of our fellows and guests. As student assistant, you control the smooth running of our event technology during events and support the technical facilitation of presentations, video conferences and film screenings. While supporting our reception in the fellow and program area, you will be the first point of contact for fellows, guests and service providers of THE NEW INSTITUTE.

YOUR RESPONSIBILITIES

Acting as an in-house service provider for our fellows, your tasks at THE NEW INSTITUTE will include:

EVENT TECHNIQUE

- Setting up and preparing our event technology, including video and audio recordings
- Setting up the lightning
- Testing and setting up presentations, film screenings, video calls
- Controlling Power Point presentations and film screenings during events
- Controlling and adding sound inputs (microphones, audio feeds)

RECEPTION

- Welcoming at the reception desk
- Acting as a point of contact for enquiries from fellows and guests and assisting with organizational matters

- Support our hospitality team in the preparation and organisation of internal meetings

OUR REQUIREMENTS

- Enrolled as a university student, Bachelor's degree is an advantage
- First experience in the operation of event technology and the organization of hybrid events
- Very good software skills (MS Power Point, MS Office Suite)
- Ideally skills in the post-production of film recordings
- Service-orientation
- Flexible and reliable
- Fluency in German and English

OUR OFFER

- An above-average salary of 15 € per hour
- The opportunity to gain work experience in an international environment
- Participation in inspiring and cross-sectoral events

The position will be based in Hamburg; and includes 10-15 hours per week. Time flexibility and a commitment to work at off-peak hours is desired.

Please email the cover letter “Why THE NEW INSTITUTE?”, certificates, references and résumé, and earliest possible start date, in a single PDF document to jobs@thenew.institute. Applications are being reviewed on an ongoing basis until the position is filled. Any questions can be directed to [Max Münz](#).

THE NEW INSTITUTE strives to create an environment where everyone feels valued and respected. Diversity in our fellowship programs is important to us. We welcome people regardless of social and geographic origins, religion, skin color, gender, sexual orientation, gender identity, age, disability or other legally protected characteristics.