The Cultural Officer works with and reports to the Director of the ACFDC and as such is responsible for the organization and management of the full cultural program of the ACFDC as well as all of its promotional activities online and offline:
- Planning and implementing cultural events taking place at the Austrian Embassy as well as at external locations in DC and the DMV area in coordination with the Director
- Managing event preparations and handling organizational and logistical aspects on the day of the event together with ACFDC interns
- Coordinating and managing artist visits concerning travel, accommodation, technical requirements and other questions related to their performance and supporting them during their stay in Washington DC
- Communicating with artists, artists’ agencies, partner institutions and relevant authorities in the US as well as in Austria
- Planning and managing budget of yearly ACFDC program in coordination with Director
- Coordinating PR and online presence of the ACFDC:
  - Updating and administrating website: www.acfdc.org (Squarespace)
  - Drafting, designing and dispatching of monthly newsletter (Mailchimp, Eventbrite)
  - Administrating and overseeing social media activities (Facebook, Twitter, Instagram) with ACFDC interns
- Drafting internal reports and contributing to annual reporting requirements
- Representing the Director of the ACFDC at meetings and events
- Supervision and training of the ACFDC interns
- Additional duties as assigned by the Director, including administrative tasks

**POSITION REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- Graduate studies (minimum Bachelor’s degree) in history of art, humanities, communication, arts and cultural management or studies in another relevant field
- Work experience in planning and production of cultural events and event management
- Knowledge in social media and online PR/marketing
SKILLS

- Excellent command of written and spoken German and English
- Excellent communication skills
- Strong management and organizational capacities
- Computer literacy, including MS Office
- Ability to juggle multiple requests and tasks in a time-intensive work environment
- Readiness to work in a small team and long hours, including evening events
- Motivated, detail-orientated and able to work independently
- Responsible-minded and discretionary behavior

Work permit for the United States is required.

TO APPLY

Please apply in writing by February 24, 2020, reference: Job Application: Cultural Officer ACFDC, by e-mail only to washington-kf@bmeia.gv.at (max. 2MB)

Applications need to be in German and English and have to include:

- CV of not more than two pages
- Motivation letter of not more than one page, explaining why you match the above profile

Please do not attach copies of diplomas, certificates or references. These will be requested at a later stage if necessary.

Only shortlisted applicants will be contacted.

Travel expenses will not be refunded.