**Event Management**

**Full Time (40h/w)**  |  Klosterneuburg (Vienna), Austria  |  € 2,626* gross/month

** IST Austria is growing. Grow with us! **

IST Austria is a growing international institute for conducting frontier research in mathematics, computer science, and the life and physical sciences. We recruit passionate professionals from all over the world and from all fields who support our goals of excellence in research and science management. Located on a beautiful campus on the outskirts of Vienna, we offer numerous opportunities for personal growth in a stable working environment. [Get an insight!](#)

**Your responsibilities**

IST Austria strives to make the fascinating spirit of research accessible to children, teenagers and adults who are not actively involved in science on an everyday basis. To foster public engagement with basic science and to spread the fascinating spirit of research is a core task of IST Austria’s division Communications & Events.

- Planning and organization of public outreach formats, events and exhibitions
- Planning and organization of school projects and school collaborations
- Improvement of existing and creation of new ideas, formats and contents in the area of public outreach
- Planning and organization of various other events at IST Austria
- Event marketing and advertising of events via different channels (online and offline)

**Your profile**

- Academic degree, ideally in natural or formal sciences
- Work experience in the above listed tasks, ideally in (tertiary) educational institutions
- Excellent command of English and German
- Strong team player with excellent communication and organization skills
- High degree of service orientation and hands-on mentality
- Experience in design software and in implementing marketing measures is advantageous

**Your benefits**

- Education & training
- Cafeteria
- Childcare
- Free shuttle bus
- Multiple health offers
- Pension insurance

To submit your application, please e-mail

[recruiting@ist.ac.at](mailto:recruiting@ist.ac.at)

* This position comes with possible overpayment depending on education, qualification and work experience. IST Austria processes your personal data in accordance with the law. For more information, please refer to www.ist.ac.at/data-protection.