Digital Content Management

Full time (40h/w)
Klosterneuburg (Vienna), Austria / Home Office possible
€ 2,705* gross/month

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**Your responsibilities**

Communication of scientific topics to the non-scientific public is a central mission of our division Communications & Events. With a creative approach and an excellent knowledge of the digital media landscape, you will plan, organize, and implement digital projects as well as work together with our Social Media and Digital Marketing colleagues.

- Web content management with focus on the ISTA website and internal web pages
- Digitization and continuing production of the quarterly ISTA newsletter
- Supporting the Social Media Manager with content management, production, and publishing
- Supporting Internal Communications with content creation and management
- Further development and improvement of the ISTA website in coordination with our IT-department
- Interface between the Communications Team, other divisions, and the IT-department for digital content projects
- Management of the digital photo database

**Your profile**

- Substantial work experience in digital content management, social media, project management, or a similar field
- Advanced experience with CMS systems (e.g. Wordpress, swat.io) and CRM tools (e.g. Microsoft Dynamics)
- First experiences with managing social media channels, incl. video production
- Experience with Adobe InDesign, Photoshop, and Illustrator and basic HTML knowledge appreciated, SEO and digital accessibility are known concepts
- Excellent written and interpersonal communication skills in English and German
- Hands-on mentality and proactive, independent attitude; Team player with excellent organizational skills

To submit your application, please e-mail

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.