

Call for Applications

Assistant Exhibition Management in the Exhibition Rooms of the Academy

Deadline 20.07.2021

The Contemporary Exhibitions Office is looking for a student assistant to join the team in August and September to prepare and accompany the installation of the fall shows at the Exhibition Spaces of the Academy at Eschenbachgasse and Schillerplatz.

The assistant's tasks comprise the following responsibilities:

- General organizational tasks in context of the exhibition projects
- Coordination of transports and handling of travel arrangements
- Coordination of the installation of the exhibitions and the art handling team on site
- Communication with all internal and external project partners
- seeing to it that the security regulations are complied with

Employment requirements:

- Self-reliant, accountable as well as structured and conscientious way of working
- Hands-on mentality and organizational skills
- Very good standard of written and verbal communication in German and English; knowledge of other languages is advantageous;
- Gender and discrimination critical competence
- A former student employment for the Academy must date back six months at least

Requested qualifications:

- Experience in organizing exhibitions and coordinating the installation of exhibitions

The role is paid by the Academy of Fine Arts Vienna. Students will receive a contract as a student assistant with a monthly gross salary of EUR 2.147,30 plus bonus payments for 40 hours per week from August 1, 2021 to September 30, 2021. A student cannot be employed in more than one student assistant position at the Academy at a time. Any previous contracts as a student assistant must be completed at least 6 months prior.

Unfortunately, this activity is not excepted from the Act Governing the Employment of Foreign Nationals (AusIBG) due to the specifics described. For third-country nationals, an employment permit with a labor market check (Beschäftigungsbewilligung ohne Arbeitsmarktprüfung) has to be submitted to the AMS, the Austrian unemployment office, before commencement of contract and start of employment:

https://www.ams.at/content/dam/download/formulare/001_BB_Kuenstler_u_Studenten.pdf

If you are interested, please e-mail your application and CV to s.damianitsch@akbild.ac.at, giving your first and last names, matriculation register number, branch of study at the Academy, address, nationality, and information on your language skills.

Closing date for applications: 20.07.2021

I will be glad to answer any questions and am looking forward to your application.

Contemporary Exhibitions Office

Mag.^a Stephanie Damianitsch
Getreidemarkt 12/3, 1010 Vienna
T +43 (0) 664 80 887-1304
s.damianitsch@akbild.ac.at