

Administrative and Project Assistant (m/f/d) for international art platform as soon as possible on a part-time basis

sculpture network is an international non-profit association with over 800 members in around 40 countries. We bring together 3D art lovers in the sculpture scene, from artists to curators to galleries to museums, and stimulate discussion and exchange about three-dimensional art on our website and at our face to face and digital events.

In order to be able to cope with the diverse tasks involved, we are looking for you to strengthen our team.

This is what you bring with you:

- Working experience in the cultural or non-profit sector
- Proven interest in art, culture and networking
- Organisational talent and problem-solving orientation
- Strong communication skills and openness
- Social media affinity
- Excellent knowledge of German and English and preferably also knowledge of another European foreign language
- Skilled in MS Office (Word, Excel, Power Point, Outlook)
- A university degree in a related field (abgeschlossenes Hochschulstudium)
- Preferred basic experience with CMS and CRM/newsletter systems as well as willingness to familiarise yourself with new programmes, open minded for digitalization
- Ideally basic experience in fundraising and sponsoring.

This is what you can expect:

- A wide range of tasks in the area of member support and member administration and accounting
- Support and administration in event organisation and content creation as well as communication with partners, volunteers and members
- A small, young and motivated team
- An exciting and varied field of work in an international environment
- The opportunity to help shape the organisation
- An inspiring network
- A central and attractive workplace in the heart of Munich (near Goetheplatz)
- The possibility to work from home

Remuneration: by arrangement

Type of employment: part-time, unlimited (15 hours per week)

Start date: from 01.04.2022 or later

Would you like to help us inspire people for the art of sculpture? Then we would like to get to know you! Please send your complete application documents as one pdf file (max. 5 MB) to ilaria.specos@sculpture-network.org . For further information please contact Frank Evelein, chairman, at +31 611 36 80 50 or Project Manager Iliaria Specos at +49 +49 89 516 897 91.

Munich, 01.03.2022.