The Arolsen Archives are an international center on Nazi persecution with the world's most comprehensive archive on the victims and survivors of National Socialism. The collection has information on about 17.5 million people and belongs to UNESCO's Memory of the World. It contains documents on the various victim groups targeted by the Nazi regime and is an important source of knowledge for society today.

The Arolsen Archives are exploring new ways to access the collection and provide inspiration for the remembrance work of younger generations, including an online archive containing some 26 million documents and a range of other innovative digital projects. The PR department is responsible for bringing the institution, its important archive, and its multifarious projects to the attention of a wider public.

**Your responsibilities:**

- Research and creation of editorial content for all of our communication channels (websites, social media, newsletters, flyers, annual reports etc.)
- Preparation of press releases
- Editing / editorial processing of texts (internal and external communication)
- Involvement in developing concepts for PR projects
- Website maintenance
- Member of the social media team
Your profile

- University degree in the field of humanities, communication, or journalism
- You are passionate about your work and already have 3 to 5 years of professional experience as an editor
- You have a good eye for exciting topics and good stories
- You are familiar with all journalistic formats including social media
- The ability to work in a team is just as important to us as the ability to work independently
- You are interested in the history of National Socialism and would like to help communicate this topic to younger generations
- You are well-versed in using Office programs and have a good working knowledge of WordPress and common social media platforms

If your skills also include business fluency in German and English, both oral and written, we look forward to receiving your application.

More than just a job:

We offer a high degree of personal freedom and good prospects in an international environment as well as:

- A highly motivated team
- Flexible working hours for a good work-life balance and a range of options for working from home
- Company pension scheme
- Occupational health management

Remuneration:

Arolsen Archives staff are employed under the collective agreement TV AL II*). The conditions include a 38.50 hour working week, holiday and Christmas bonuses, and 30 days of paid annual leave. This post is assigned to salary bracket C-6a**).

Disabled candidates (m/f/x) will be given preference over other equally qualified applicants.

Are you interested?

Would you like to join our creative team? If so, please send your written application to hr@arolsen-archives.org by November 27, 2020. For reasons of security, we only accept applications in PDF format.

If you have queries of any kind, please contact Dr. Anke Münster, Head of Public Relations, at anke.muenster@arolsen-archives.org

*) You can find more information on the TV AL II collective agreement here
**) View the salary table here under § 63

Data protection information:

By submitting your application you agree to your personal data being collected and stored for the purposes of the application process and, if applicable, the recruitment process. We treat this data with the utmost care in accordance with the legal provisions on data protection.