Press and Public Relations Officer (m/f/x)

Temporary position (cover for parental leave)

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.

With an online archive containing some 26 million documents and a wide range of other innovative digital projects, the Arolsen Archives now offer new ways of accessing their collections and provide inspiration for remembrance work with younger generations. 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:

- **Press and public relations work**
  - Deal with press inquiries from German and international media
  - Prepare media pitches (online/print/radio)
  - Plan and organize appointments with journalists and visits from press representatives

- **Project Management**
  - Coordinate PR projects
  - Prepare project plans and time schedules
  - Oversee the layout and proofreading process for our publications

- **Website / Social Media**
  - Develop the website (e.g. topic search)
  - Maintain the website
  - Help look after our social media channels
Your profile

- University degree in the field of the humanities, communication, or journalism
- Relevant professional experience in press and public relations
- Experience with CMS (WordPress)
- Experience in the production of print and online publications
- 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
- You are well-versed in using Office programs

If your skills also include business fluency in German and English, both oral and written, we very much 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.

This is a temporary position to cover the period of maternity leave for one of our employees as well as the subsequent period of parental leave, which has yet to be applied for.

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.