

## MuseumsQuartier Errichtungs- und BetriebsgesmbH Department/Division: quartier21

MuseumsQuartier Wien is one of the largest art and culture complexes in the world. Renowned museums and exhibition halls are just as much at home here as small cultural initiatives, classics of modernism, and young artists of the current century. The spectrum ranges from visual and performing arts over architecture, music, fashion, theater, dance, literature, and children's culture to game culture, street art, design and photography. quartier21 is a support structure that offers space and support to ca. fifty small and medium-sized autonomous cultural initiatives within the MuseumsQuartier Wien. It is an integral part of the overall concept of the MuseumsQuartier, which is based on variety and a broad understanding of culture. The various groups represented here have transformed the quartier21 into Vienna's center for contemporary "applied art." The emphasis is on digital culture, media art, conceptual art, sound art and game culture, street art, design, photography, literature, and fashion. An Artist-in-Residence program fosters international, project-related exchange and is financed with the aid of private sponsors. Since 2002, about 400 artists have been invited to live and work at MQ to realize joint projects with the resident cultural initiatives on location, consequently promoting the establishment of international networks.

**Position title:** Internship at quartier21

**Position purpose:** -

**Duties and responsibilities:** - Assistance in the coordination of the Artist-in-Residence Programme: preparing exhibitions, archiving related materials, communicating with artists, helping them with orientation in MQ;

- General administrative tasks: organizing meetings, minutes taking, attending to correspondence etc.;

- Social media activities of quartier21: Facebook, Twitter, Pinterest, Instagram.

### Qualifications

**Field/s of study:**

- Arts (broad programmes)
- Fine arts
- Music and performing arts
- Foreign languages
- History and archaeology

**Level of study:** not relevant

**Professional competencies:** - Interest in Austrian art and culture

- Cultural event management skills (preferred)
- Social media skills (preferred)

**Key competencies/Language skills:**

- German - Intermediate (Required)
- English - Intermediate (Preferred)

**Key competencies/Computer skills:**

- Word processing - Independent user
- Web Browsing and Communication - Independent user
- Web Editing - Independent user

**Key competencies/Other:**

- Communication
- Creative Thinking
- Planning & Organizing
- Teamwork
- Interpersonal Skills
- Intercultural perception
- Reliability
- Responsibility

### How to apply

Please send CV, cover letter by 29/04/2015 at the latest.

### Facts

**Economic sector:** Creative, arts and entertainment activities

**Size:** staff 51 to 250

**Working language/s:** German

**Type of work placement:** Internship

**City/Country:** Wien Austria

**Earliest start date:** 01/05/2015

**Latest start date:** 18/05/2015

**Duration:** 4 months

**Remuneration:**

**Financial contribution:** 0 EUR/month

### Application

**Required application documents:** CV, cover letter

**Application deadline:** 29/04/2015

**Contribution in kind:**  
- accommodation