

The IMZ International Music + Media Centre is the Vienna-based international business network dedicated to the promotion of the performing arts through audiovisual media.

## PROJECT MANAGER DIGITAL TRANSFORMATION IN MUSIC FILM BUSINESS

Our customised services, activities, programmes and resources help to create, trade, coproduce, distribute, broadcast and stream music + dance films worldwide. We embark on a digital transformation aiming to bring online most of our well-established offline services.

Practically, we will deploy step-by-step an online B2B marketplace for digital assets, a collaboration space to pitch ideas, select co-producers and support collaborative creation, and a knowledge centre to enhance our academy and streamline our news.

### BRIEF

**Note: 20h/week to start with in 2019, this will develop into a full time position in 2020.**

We are looking for an enthusiastic Project Manager to manage our digital transformation and strengthen our team in Vienna. As our project manager, your job will be to coordinate people and processes to ensure that the projects are delivered on time and produce the desired results. You will be the go-to person for everything involving project organisation and timeline.

Specific responsibilities include developing detailed project plans, ensuring resource availability and allocation and delivering every project on time within budget and scope.

You should have a background in business, management, budgeting and analysis. You should be an excellent communicator and comfortable managing multiple tasks. You also need to be a team player and have a problem-solving attitude.

### RESPONSIBILITIES

- Coordinate internal and external resources for the flawless execution of projects
- Ensure that the projects are delivered on-time, within scope and within budget
- Develop project scopes and objectives
- Involve all relevant stakeholders
- Ensure feasibility, resource availability and allocation
- Develop detailed project plans to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate tools and techniques
- Report and escalate to management as needed
- Manage the relationship with all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with IMZ Members and third parties/vendors
- Create and maintain comprehensive project documentation

### REQUIREMENTS

- Master's degree preferably in management or marketing
- Experience as project manager, ideally in the content and creative industries
- Strong working knowledge of Microsoft Office
- Passion for dance, film and music
- Team player, at ease in the roles of leader, member or facilitator within teams as diverse as the IMZ, IMZ Members and IMZ Partners
- Excellent verbal and written communication skills
- Cross-cultural skills
- Beneficial: Recognised professional certification such as ITIL, PMP or Prince2
- Native or bilingual proficiency in English and German; full professional proficiency in French or Spanish is a plus

### Starting Date: As of now

The minimum salary for 20h/week is € 1.400,- gross (with a long-term development potential of 40h/week, full-time position) depending on experience and education. We are open for negotiations depending on appropriate qualification and experience.

We encourage you to email your resume accompanied by a cover letter describing your specific capabilities and interests to Katharina Jeschke to [jobs@imz.at](mailto:jobs@imz.at) by **31 October 2019**.

If you have further questions, please do not hesitate to contact the IMZ Office at [office@imz.at](mailto:office@imz.at) or +43 (01) 8890315.