

The IMZ is looking for a new, dedicated team member with experience in Project Coordination for the cultural sector.

The IMZ International Music + Media Centre is the hub of the global music and dance film industry. As a globally operating network based in Vienna, the IMZ serves around 150 international member organisations, ranging from public and private broadcasters to distributors, producers, and cultural institutions, providing them with relevant services. Every year, the IMZ organizes and hosts international projects, including the largest B2B trade fair in the music and cultural film industry, "Avant Premiere Music + Media Market," as well as other international music film festivals and film competitions.

Project Coordinator

Part-time (20 hours)

Start Date: May 2026

WHAT WE OFFER:

- An engaging role within an internationally renowned network
- Exciting insights into a specialized industry at the intersection of music, dance, film, + (digital) media
- An office culture that fosters ideas
- Autonomous work within a young and motivated team
- Home office

AREAS OF RESPONSIBILITY:

- Supporting the planning of Avant Première, including coordination, partner communication, and client services
- Managing film submissions: correspondence and coordination
- Preparing and supporting pitching sessions: scheduling, materials preparation, and participant support
- Logistical support for expert sessions: planning, communication, and follow-up
- Contributing to music film festivals: assisting with programme planning and implementation
- General project administration: preparing documents, minutes, and reports
- Communication with national and international partners and service providers

REQUIREMENTS:

- 1–3 years of professional experience in relevant fields, such as project assistance, personal assistance, or project coordination
- Languages: fluent in German and English, both written and spoken
- Excellent verbal and written communication skills
- Structured and holistic approach to work
- Interest in the music/cultural and media sectors
- Advanced computer skills (MS Office/Teams)
- Professional communication in an international setting

The starting salary is €2,500 (gross) for full-time employment, with willingness to offer higher compensation for candidates with appropriate qualifications.

Please submit your application (motivational letter in English, CV in either English or German) along with salary expectations in a single file to Secretary General Max Beckham-Ortner at jobs@imz.at.

Applications without a motivational letter and salary expectations will not be considered. If you have any questions, feel free to contact the IMZ Office at office@imz.at or +43 (01) 8890315.