



## Media Project Lead – “Home is where the *Herz* is” 20 hrs/week on a project basis + coaching

Metropole is Austria’s leading English-language media outlet publishing online and in print. Based in Vienna, we curate the country’s culture and Viennese city life for international readers.

In June 2020, Metropole is embarking on the year-long multi-media reportage project “**Home is where the Herz is**” in which journalists within Vienna’s largest international communities report about what our City means to them and tell the stories of people hailing from the

- Serbian
- German
- Turkish
- Polish
- Romanian
- Hungarian
- Syrian
- Croatian
- and Bosnian

communities in Vienna.

**We are looking for 10 reliable and motivated Project Leads for 10 communities to work with our team in 2020 and 2021 for a primary project duration of 2 months per community alongside other commitments in the year. The Project Leads will receive coaching sessions in journalism, publishing project management and video journalism. The position is devoted to the creation of community-specific content.**

*This position is responsible for planning, implementation, oversight and coordination of community-specific content on multiple platforms – social media, website, video, and print. It further involves finding and managing talented freelance journalist, photographers and content creators as well as ensuring well-rounded reporting from your community and strengthened long-term bonds.*

### **What will you be doing?**

- Draft a thorough content plan for your community with Metropole’s editorial team.
- Find, coordinate and coach freelance writers, photographers and content creators.
- Create a media plan for all relevant platforms – social media, website, video, print.
- Ensure that all projects are delivered on-time, within scope and within budget
- Create and maintain comprehensive project documentation and update Metropole point-person
- Establish and maintain relationships with communities & organizations
- Coordinate with in-house managing editors, editor-in-chief, event organizer & head of sales
- Write and create content pertaining to your community yourself
- Use and continually develop leadership skills

### **What we’re looking for:**

- A project management & content enthusiast: you love creative work & creative people
- Excellent communication skills (written & verbal)



- High professional levels of German, English and your community language
- Experience in journalism/reporting and interest in social media, video editing and magazines
- Hardworking, persistent, and reliable; a self-starter who thrives in a fast-paced environment
- International mindset and understanding of the needs of global citizens
- Experience with Wordpress, Adobe Suite (InDesign), project management tools (Excel, Airtable) preferred.
- Availability from June 17 to July 8 required for kick-off workshop & coaching
- Experience in team assembly and coordinating contributors

### **What we offer?**

- Three months of journalistic content creation (20-40 hrs / week on a rolling basis)
- Creative office in Vienna's city center
- Dynamic work environment at the cutting edge of new media.
- Coaching in journalism, editorial management, project management, media creation and much more over an entire year, with printed and online content published in your name.
- The project time commitments will be most intensive during the 2 month production of your community specific magazine and otherwise involve training opportunities.
- A total project salary of €1,500. The contract is project based and adheres to the regulations of a Werkvertrag under Austrian Law.

If you fit the bill, please send a CV, a cover letter and some clippings of your work to [jobs@metropole.at](mailto:jobs@metropole.at).

You can send us your applications from May 21 to June 10, 2020.

As interviews and hiring decisions will be made on a rolling basis, we encourage you to send us your application sooner rather than later.

We are excited to hear from you!

