

IMBA (Institute of Molecular Biotechnology of the Austrian Academy of Sciences) and IMP (Research Institute of Molecular Pathology) are among the leading biomedical research institutes in Europe. Both institutes are part of the Vienna BioCenter, a dynamic cluster of research institutes, universities, and biotech companies. The working language is English. Our multilingual team of the IMBA/IMP Communications & Events Department is looking for a creative and versatile Outreach and Events Officer who plans and organises engagement activities that enthuse distinct groups of society for science.

Ref2509: Outreach and Events Officer (m/w/d)

The successful candidate knows how to design impactful activities that communicate the research fields of IMBA and to a lesser degree the IMP to a broad audience of stakeholders – ranging from primary school children to representatives of relevant industries and the interested public. You encourage scientists to reach out to the interested public, effectively translate research for non-scientific audiences, ensure events are successful and cost-effective, pay attention to budget and time constraints, and provide some administrative support to other communications activities of the department.

You are an experienced science communicator and event manager who understands scientific narratives. You are well connected to collaborators and other players in related fields. We seek an enthusiastic, creative candidate with fresh ideas and excellent organizational skills.

Your responsibilities:

- Communicate exciting research of IMBA and IMP to a range of audiences through engaging experiences, community outreach, school outreach, events and public engagement
- Organize and manage events from start to finish according to requirements, target audience and objectives
- Initiate new outreach & public engagement opportunities
- Coordinate in-house and external collaborators
- Interface with research scientists to design and participate in major public outreach events such as Long-Night of Science, or school visits
- Ensure the smooth administration of events and provide some administrative support to other communications activities
- Prepare and monitor budgets and ensure adherence, using project management techniques
- Evaluate events' success

Your profile:

- University degree in a life science subject
- Minimum of two years of professional experience in event management and/or science communication
- Excellent command of English and German
- Strong team player with outstanding communication skills, especially in an international environment
- Hands-on mentality and high degree of service orientation
- Experience in content management, copyediting, and making the most out of graphics, photos and videos
- Additional skills related to the broad scope of communications and support functions will be an asset

Our offer:

IMP and IMBA are inclusive and equal opportunity employers. The institutes provide a vibrant, exciting, and international work environment. We offer a full-time (40hrs) contract with a competitive salary (minimum annual salary according to collective agreement 46,000 EUR) and benefits appropriate for international research organizations. Subsidized child-care facilities are available at the Vienna BioCenter as well as other attractive benefits such as training and further education, Jobticket, and an in-house cafeteria.

Application deadline: 26 June 2025.

Planned starting date: 1 September 2025.

If you are interested, please submit your application to Benedikt Mandl, Head of Communications and Events, only **online** (CV and cover letter). Applications are welcome from all nationalities.

Apply Now

www.imba.oeaw.ac.at; www.imp.ac.at; www.viennabiocenter.org