

Vacancy

Our Mission: Discovering and describing life and earth - with people, through dialogue.

The **Museum für Naturkunde Berlin** (MfN) is an excellent and integrated research museum of the Leibniz Association with an international reputation and globally connected research infrastructure. MfN is active in three closely interlinked fields: collection-based research, collection development, and research-based public and educational outreach. Over the next ten years, the Museum für Naturkunde Berlin will build up a science campus for nature and society in the centre of Berlin as science hub, together with the Humboldt Universität zu Berlin. New laboratories and workplaces for cutting-edge research will be established. One of the world's most comprehensive natural history collections with over 30 million objects will be housed in state of the art buildings as well as fully digitized. The implementation of the so-called *Zukunftsplan* (future plan), funded with a total of 660 million euros from the Federal Government and the State of Berlin, strongly relies on interdisciplinary national and international partners. Become part of our team.

Position: Coordinator TheMuseumsLab (f/m/d)
Work schedule: Part-time (50%)
Duration: at the earliest possible date until 31.12.2023
Salary level: E 11 TV-L
Code: 10/2022

Project Description:

Museums are part of societies; they bear witness to the relationships between societies, countries, and continents. As living institutions, they have a responsibility to learn from their history and actively shape change for individuals, locally and globally. Together with 50 African and European fellows, over 100 lecturers, speakers and mentors from the African and European arts, culture and science sectors, TheMuseumsLab aims not only to transform museums, but also to promote social change.

TheMuseumsLab is a pioneering program of mutual learning and knowledge exchange for African and European young museum professionals.

More Information: <https://themuseumslab.org/>

Responsibilities:

- Preparation and adaptation of project plans for TheMuseumsLab
- Budget monitoring
- Preparatory reporting
- Support of the project management and coordination of cooperations
- Development and adaptation of communication platforms
- Milestone tracking

Requirements:

- Academic degree in museum studies, communication studies, anthropology, cultural studies, or equivalent.
- Special expertise in implementing digital, hybrid, and in-person events
- Experience with tendering procedures and administrative processes in the public sector
- Several years of experience in project coordination
- fluent German and English (both orally and in writing)

- Experience in cooperation in international projects and events
- Very good handling of video conferencing services
- Very good teamwork and communication skills
- Distinct diversity competence as well as discrimination sensitivity
- Independent and structured way of working
- Due to the orientation of the program, we are especially looking forward to applications from persons with biographical references to an African country.

Special notes:

In support of equal rights applications from qualified women are particularly welcome. Handicapped individuals will be given preference in cases of identical qualifications.

We look forward to receiving your application with the usual documents (cover letter, curriculum vitae, certificates) by **09.03.2022**, preferably via our online application portal.

For information on the application procedure, please contact recruiting@mfn.berlin.

Further informations:

Privacy Policy:

By sending your application, you provide us with your information for the purpose of processing your application by the Museum für Naturkunde. Your data will be kept strictly confidential at all times. Once we have received your application documents, they will be entered into our database. Your data will be stored on our server. In doing so, we observe the provisions of the data protection laws.

[Information about the handling of applicant data at the MfN](#) (in German)
and
[Privacy policy for the MfN website](#) (in German)

Family Policy:



The Museum für Naturkunde has set itself the goal of promoting a work-life balance and has been awarded the certificate berufundfamilie audit of berufundfamilie gGmbH - an initiative of the Hertie Foundation.

Further information can be found under:

<https://www.museumfuernaturkunde.berlin/en/uber-uns/jobs-und-karriere/arbeiten-am-museum-fur-naturkunde/reconciling-work-and-family-life-audit>