

Join the Villa Beer Team

All-round Specialist in Communications and Event Organization (25-40 hours/week, starting December 2025)

Villa Beer – an architectural masterpiece of the Second Viennese Modernism – was designed and constructed in 1929/30 by the significant architects Josef Frank and Oskar Wlach for Julius and Margarethe Beer.

At present, this unique house is undergoing careful and expert restoration. We look forward to opening the house to visitors starting in spring 2026, where we will share the history of the founding family Beer and bring to life the modern architectural vision of its creators.

Villa Beer aspires to become a source of inspiration for architecture and design – a place that demonstrates the ongoing relevance of the visionary ideas embodied by the building.

To reinforce our team, we are seeking a committed and highly skilled versatile professional **with a focus on communications and event organization, starting in December 2025.**

What you can expect:

- you serve as the primary point of contact for our guests, external partners, and service providers,
- you coordinate communication with our guests, maintaining a comprehensive overview while ensuring professionalism and courtesy,
- you organize cultural and academic events – including evening and weekend events, if necessary (by prior arrangement) – with both passion and professionalism,
- you write and publish texts, newsletters, and social media posts with a strong sense of purpose and enthusiasm,
- you collaborate closely with the management team, supporting them in their daily tasks.

What we expect from you:

- a completed education and/or relevant professional experience in marketing, communications, cultural management, or event organization,

- strong organizational skills, a team-oriented mindset, and the flexibility to support wherever necessary in a small team,
- a genuine passion for welcoming guests, an openness in dealing with people and the confidence to engage professionally with various stakeholders,
- well-developed communication skills and experience in planning and executing social media campaigns,
- a structured, independent, and reliable work approach,
- a flair for writing, an eye for design, and an affinity for architecture, Jewish history, and cultural education,
- excellent command of both German and English, as well as proficiency in Microsoft Office, database systems, and newsletter tools.

What we offer you:

- a meaningful and responsible role with room for creative input,
- the opportunity to work in an inspiring, historically significant location with great cultural importance,
- collaboration within a small, dedicated team of professionals.

The gross monthly salary for this position starts at € 3,000 (for full-time employment; pro-rated for part-time) - depending on qualifications and experience, a higher salary may be offered.

The work location is at Villa Beer, Wenzgasse 12, 1130 Vienna.

We look forward to your detailed application (including CV, cover letter, and salary expectations) by **September 15, 2025, the latest**, via email to:

mitarbeit@villabeer.wien

Subject: Communications and Event Organization