

Job Offer

01 June 2018

## RAINBOW ARCADE Project & Exhibition Assistant

Schwules Museum is looking for a project assistant to support the curators of the upcoming exhibition »Rainbow Arcade«. The job position is available for the duration of the project (July 1st 2018 to June 30th 2019). We offer employment with a monthly salary based on TVL 7 (Tarifvertrag des öffentlichen Dienstes / wage agreement for public service).

For the first time worldwide, the queer history of video games will be explored in a major exhibition: »Rainbow Arcade« will open at Schwules Museum Berlin in December 2018 and features a wide variety of exhibits spanning over 30 years of media history, including playable titles, concept drawings, modifications written by fans themselves and documentations of online communities. The exhibition will be taking stock of contemporary pop cultural questions of representation, stereotypical and discriminatory narratives in entertainment media, and our cultural memory.

### Your responsibilities:

- Supporting the curatorial team
- Project management: coordination of the exhibition's time table and production schedule, setting of deadlines and milestones, progress reports
- Coordination and preparation of meetings and phone conferences
- Office administration: preparation and documentation of essential paperwork, scheduling, coordination between museum staff & external partners
- Supporting the catalogue's crowdfunding campaign
- Coordinating the writing and development of the catalogue alongside the curators (in case of a successful crowdfunding campaign)
- Reviewing media and image copyrights and managing permissions.
- Assistance to negotiations with local and international consignors/loan partners, insurance certificates, export licences, packing lists, export/import documentation
- Revision of the exhibition's object labels, interpretative texts and promotional material
- Providing assistance to additional administrative tasks (installation, event program, opening & closing event)
- Booking of courier travel, producing trip itineraries when required

**Your profile:**

- A degree in humanities, especially related to arts and cultural / media studies, museology or cultural administration **or** comparable professional experience with similar projects, preferably in the field of new media or cultural history
- Fluent English proficiency (German optional)
- Well-versed with MS Office (especially Excel)
- Prior experience with Trello and Slack
- Flexible and co-operative approach to work, ability to manage time effectively, high attention to detail and working to tight deadlines
- Capable of working independently and self-responsibly, high sense of responsibility, excellent communication skills
- Passionate and enthusiastic about LGBTIQ\* issues and video games.

**We offer:**

- The opportunity to work in an unique cultural institution on an equally unique and interesting international exhibition project.
- An open minded and diverse team.

We want to encourage applications by people who identify as lesbian, trans\*, inter and queers\* of colour as well as applicants with a history of migration or disabilities.

Please submit your complete application documents (incl. CV, certificates, references and motivation letter) until June 24 2018 to [jobs@schwulesmuseum.de](mailto:jobs@schwulesmuseum.de).

We are looking forward to receiving your queries!