

we are seeking to hire an

Administrative Assistant (m/f/d)

in a part-time (75%) temporary position through 31st December, 2025.

Documentation Center and Museum on Migration in Germany (DOMiD)

Our association was founded by migrants in 1990 and holds the biggest collections of objects in Germany, documenting the diverse history of migration in Germany. In addition, we research and publish on different subjects and curate and design exhibitions. From the very beginning, DOMiD advocated for a culture of memory within migration society and continues to present the history of migration in and to Germany to a wider public. Apart from our museum and archival work, we also organize events, conferences, and lectures. Our goal is to convey migration as a norm, to create a common and transcultural identity.

The project: “Haus der Einwanderungsgesellschaft”

Currently and in the coming years, DOMiD will build a nationwide migration museum in Cologne (“Haus der Einwanderungsgesellschaft”) with support from the federal government, the state of North Rhine-Westphalia and the city of Cologne. A former industrial hall in Cologne-Kalk, with an area of approximately 8,500 square meters, offers ample space for an innovative museum concept. This project underscores how migration has been inscribed into German history and continues to shape our society today. As a cultural and educational center, the future museum will also offer space for debate and conversation, for example, on questions of identity and participation.

Diversity matters. Every story counts.

Our museum is committed to the portrayal of a diverse society. We strive to be a team that represents this diversity by regarding difference as a necessity for innovation. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, so-called disability, or age.

Unfortunately, our current facilities are limited in their capacity to accommodate wheelchairs and electronic visual aids. Please feel free to inquire if you have any questions.

Your Tasks

You will work in rapidly expanding team, currently consisting of fourteen people. The position is located within the DOMiD administration department, working closely with Finance, Human Resources, and IT.

Your core responsibilities are:

- **supporting the Finance department by taking on tasks pertaining to bookkeeping, payroll, and preparatory accounting tasks**
- **supporting the Human Resources department by taking on administrative tasks (for example: personnel files, preparation of certificates, attestations, evaluations, etc.)**
- **support of the entire DOMiD team by taking over organizational tasks (telephone switchboard, mail service, purchasing, travel coordination, appointment coordination, general correspondence, etc.)**

What you bring with you

- **qualification as an administrative assistant or a comparable successfully completed apprenticeship and/or at least 2 years of relevant professional experience**
- **experience in the cultural sector (museums, libraries, archives, etc.) is an advantage**
- **proficient in MS-Office (especially Excel) and Lexware**
- **a friendly and clear communication style**
- **very good verbal and written communication skills (primarily in German, foreign language skills are an advantage)**
- **general organizational skills and the ability to work precisely under deadline pressure**

What we offer

- **a collegial and interdisciplinary working environment in a team that dedicates itself with heart and mind to tasks that make sense for society as a whole**
- **the possibility of mobile working and flexible time management**
- **remuneration in line with TV-L (depending on qualifications and personal requirements)**

Contact

If the words migration and museum inspire you and your profile meets the above criteria, send your application (cover letter, resume and attachments) in one coherent PDF file with the subject "Project Management Application" to: bewerbung@domid.org

Application deadline: 21st November 2022

Employment start: first quarter of 2023

Timothy Tasch | Personnel and organizational development | 0221 - 800 28 30

We are looking forward to your application!

www.domid.org



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