

Ars Electronica Linz GmbH & Co KG is a cultural, educational and research institution of the City of Linz. The company consists of the core activities Ars Electronica Center (Museum of the Future), Ars Electronica Festival, Prix Ars Electronica, Ars Electronica Futurelab, Ars Electronica Solutions and Ars Electronica Export (international exhibition projects). In organisational terms, Ars Electronica Linz GmbH & Co KG is aligned along four strategic business divisions, which are supported by the central corporate and staff functions (Corporate Services). In total, Ars Electronica employs more than 200 people from all over the world on a year-round basis and almost 200 on a temporary basis.

For the Ars Electronica Futurelab we are looking for an employee in the

## **Project Controlling**

(25 - 35h/week, permanent employment, place of work Linz)

### **Responsibilities and scope of work:**

- Assistance in the setup of the project controlling in the acquisition phase including calculation and contract development
- Assistance in resource planning in general and in projects
- Regular (monthly, quarterly and annually) updates of existing controlling reports
- Regular updates of project relevant KPIs
- Coordination and execution of data collection for special purpose reports
- Implementation, monitoring and reporting of project progress and forecasts
- Assistance in project risk management and mitigation
- Assistance in training of project managers and project members
- Ongoing contribution to the overall improvement of the project management process

### **Qualifications:**

- Completed commercial/economic education (at least Handelsakademie or comparable education)
- At least 3 years of professional experience in this area
- Profound knowledge of Microsoft365 (excellent Excel skills)
- Profound knowledge in ERP systems (MS Business Central advantageous)
- Experience with project management processes (advantageous)
- English and German language (written and spoken)
- Independent and accurate working style
- Team orientation

We are an open-minded institution and are proud of our motivated and inspired team. We offer diverse and exciting projects at the interface of art, technology and society. In addition, Ars Electronica offers flexible working hours, home office, meal allowance, a favourable subsidy for the climate ticket, affordable parking in central location, access to a company doctor, a low price culture card for the City of Linz, social events, etc.

Ars Electronica Linz GmbH & Co KG sees itself as an employer that promotes equal opportunities. For this reason, preference will be given to female applicants for this job profile if they have the same qualifications.

The job tender aims specifically at people with disabilities.

Gross salary computed on the basis of 40 hours/week will be a minimum of Euro 2.925,- /month. Higher compensation will be paid commensurate with the successful applicant's experience in fields relevant to the performance of this job.

We look forward to receiving your application by May 29th, 2024 to [jobs@ars.electronica.art](mailto:jobs@ars.electronica.art).

**Stephan Kobler**  
Personalmanagement

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