



OeAW - Discovering the future

As a central non-university institution for science and research, the **Austrian Academy of Sciences - OeAW** has the task of "**promoting science in every respect**". Founded in 1847 as a learned society, it now has over 760 members and around 1,800 employees dedicated to innovative basic research, interdisciplinary knowledge exchange and the dissemination of new insights. The OeAW initiates and maintains partnerships worldwide and represents Austria in international scientific organizations; it cooperates with numerous institutions in the scientific field in order to actively **shape the research landscape**.



Training Officer (f/m/x)

Job ID: ACDH007ADM26

The Austrian Centre for Digital Humanities (ACDH), a research department of the Austrian Academy of Sciences (OeAW), Austria's leading non-university research institution, is seeking a

Training Officer (f/m/x)

(20-40h per week)

You will join an internationally networked team, pursuing research at the intersection between information and communication technology and humanities studies. Being part of the institute's knowledge transfer team, you will be contributing to the manifold outreach activities, especially content management, creation and training event organisation, also in collaboration with external partners in context of European infrastructure projects.

Your Tasks

- manage and contribute to the development and delivery of training resources on a range of topics in collaboration with experts from within and beyond the institute,
- define and manage editorial and publication workflows to ensure the efficient creation and long-term availability of the training resources,
- provide editorial support for content, communicate with contributors and reviewers, and proofread content,
- map and actively develop shared activities in the training and education field in coordination with project partners, as well as other relevant institutions or related partner initiatives, especially the European research infrastructures CLARIN and Dariah,
- assist the planning and delivery of training events, including support the streaming and video production,
- coordinate the institute's internship programme, participate in dissemination activities at conferences, workshops etc.

Your Profile

- excellent oral and written communication skills both in English and German,
- experience in delivering training and/or education programmes,
- a proven capacity and confidence to create a robust outreach plan for the training events and resources,
- experience in target-oriented content creation,

- experience with learning management systems[SD1] , in particular for Open Educational Resources
- familiarity with digital research methods,
- experience of planning and carrying out events
- ideally experience with version control (git)
- ideally a background in digital humanities.

Our Offer

- an inclusive work environment in a diverse team in the heart of Vienna
- an open communication / open-door policy
- fascinating work with cultural heritage data in collaborative research settings
- national and international collaboration opportunities
- an environment that allows to develop your skills and encourages to contribute your ideas and initiatives
- flexible and family-friendly working hours

The initial annual gross salary is EUR 52.787,70 (for full-time employment) in accordance with the collective agreement for employees of the Austrian Academy of Sciences. Based on your experience and academic degree a higher salary is negotiable. The employment will start at the earliest in April 2026 and run initially for a year.

Please make sure to submit your complete and compelling application including your CV, cover letter and relevant certificates electronically. Deadline: 28.02.2026

APPLY NOW

The Austrian Academy of Sciences (OeAW) pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity. Individuals from underrepresented groups are particularly encouraged to apply. The OeAW cooperates with NEBA and is a member of MyAbility in order to provide appropriate workplace structures, in particular for persons with disabilities.

Contact

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