

**Editorial Assistant/ Junior Project Manager (m/f/d)**

Full-time position (40 hours per week)

Starting asap at gestalten headquarters in Berlin

gestalten continues to actively reimagine the way we approach publishing. With our extensive range of titles, we not only seek to enhance and to enrich our reader's lives but to continually engage with the surrounding creative landscape.

Our origin story began with a focus on the aesthetic, particularly that of graphic design and, over the last two decades, the scope of both our content and our expertise has widened. Today, using a myriad of observations of culture, people, art, and other intimate, inspirational informants, we document and anticipate vital movements in architecture, visual culture, design & fashion, escapism, food & beverages, travel, and contemporary art.

We are looking for an Editorial Assistant / Junior Project Manager (m/f/d) to join our team. You will learn how to realize successful book projects – from the initial idea, through to every stage of the editorial and production process, marketing, and distribution. This entry-level opportunity is perfect for an energetic, collaborative, transparent, and responsible-minded person, looking to start a career in publishing.

Your profile:

- You have a degree in Communications, Management or similar, and first professional experience in an editorial environment or a creative agency
- Your first language is German, and you are fluent in English, both written and verbally
- You have a strong sense of responsibility, excellent organizational skills, are not afraid of timetables, deadlines, cost tracking, and invoice handling
- You have excellent Excel skills and basic working knowledge of project management software
- You are curious, self-motivated, agile and eager to learn
- You are interested in all things creative and have a passion for print

Your tasks and responsibilities:

- Managing assigned editorial projects (both German and English language editions) through every stage of the editorial and production process, per the assigned schedule, budgets, and internal quality standards
- Supporting the in-house editorial teams in their day-to-day operations and making sure all processes run smoothly
- Preparing project documentation, including meeting notes, status reports, and approval documents and maintaining and updating relevant databases (CMS and Excel)
- Communicating major milestones and priorities, as well as bottlenecks and other problems, which affect a successful delivery
- Holding or supporting regular project team meetings to manage schedule, obtain updates, discuss issues, and resolve issues with the project
- Escalating issues to a superior that cannot be resolved within the project teams when those issues ultimately impact the schedule and/or project deliverable
- Sourcing and acquiring images and texts (including rights clearance) and communicating directly with the contributors to our book projects

We offer:

- A permanent position from the first day of employment
- Challenging projects, space for initiative and inspiring exchange with 35 wonderful colleagues
- A small, international team that values respect, transparency, pragmatism and collaboration
- An office conveniently located in the vibrant the heart of Berlin-Kreuzberg

We look forward to receiving your application including your earliest possible start date by email with the subject line "STAFFx Editorial Assistant" to [work@gestalten.com](mailto:work@gestalten.com).