The International Nuremberg Principles Academy (Nuremberg Academy) is a foundation dedicated to the advancement of international criminal law and related human rights and is located in Nuremberg, the birthplace of modern international criminal law. Conscious of this historic heritage, its main fields of activity include providing a forum for dialogue by convening international conferences and expert meetings, conducting interdisciplinary and applied research, engaging in specialized capacity building for practitioners of international criminal law, and human rights education. The Nuremberg Academy upholds the Nuremberg Principles and the rule of law with a vision of sustainable peace through justice, furthering knowledge, and building capacities of those involved in the judicial process in relation to core international crimes. The Nuremberg Academy was established by the Federal Republic of Germany, the Free State of Bavaria, and the City of Nuremberg.

The Academy is now seeking to recruit to a full-time

### Digital Media Technology Officer

The successful candidate will have demonstrated knowledge of organizing virtual conferences and events, Social Media Management and as Technical Web Manager. The working language of the Nuremberg Principles Academy is English. We therefore expect excellent knowledge of this language.

### Duties and responsibilities

The Digital Media Technology Officer will be responsible for the following tasks, *inter alia*:

Virtual Conferences and Events

- Selection of suitable online platforms for different events
- Create detailed production timelines and run-of-show documents
- Make recommendations and manage internal event technology, serving as the resident expert for configuration, testing, and execution
- Manage communications with presenters and hosts, and liaise with moderators, speakers, and other event co-organizers as needed
- Support content development and delivery that meets specific event objectives
- Schedule and execute rehearsals in advance of live events to ensure all parties are prepared for success
- Attend and provide live technical support for these web conference events

- Serve as an event host and/or co-host and/or moderator during the rehearsal and live event, based on event needs
- Upload content and create custom virtual meeting layouts and event flows
- Provide expert knowledge and training to other internal and external stakeholders when needed to support digital events; Quickly troubleshoot and resolve platform issues before, during, and after an event
- Generate and download reports: registrant, attendee, polling responses, and Q&A.

Social Media Management

- Execute, measure and optimise the Academy's social media strategy
- Manage the day-to-day handling of all social media channels such as LinkedIn, Facebook, Twitter, Instagram and YouTube, adapting content to suit different channels
- Ensure proper linking, consistency and accessibility (all links are tracked and tested before content goes live)
- Create engaging multimedia content across multiple platforms
- Monitor, track, analyse and report on performance on social media platforms using tools such as Hootsuite, Google Analytics and individual platform reporting features such as Facebook insights
- Research and evaluate the latest trends, tools and techniques for presenting and measuring social media activity, recommend improvements to increase performance
- Analyse competitor activity


Technical Web Manager

- Manage front and back-end web development, coordinate with hosting and security partners and third-party developers to ensure the technical quality, product quality, and efficient use of resources
- Technical management of the Academy Content Management System (currently Typo 3, might change in the future)
- Support the Communications and Event Management Officer of the Academy in the upload of content in English and German
- Oversee and ensure integration of databases into the website
- Support website strategic content updates including consistency between platform and languages.
- Support design improvements for the Academy website; maintain, monitor, and revise ongoing web publishing processes and procedures
- Serve as a high-level technical resource for the team and assume responsibility for problem-solving
- Drive SEO initiatives

- Stay abreast of industry trends, Website security vulnerabilities, and new functionalities

## Qualifications and eligibility criteria

- Bachelor degree in event management, communication, media management or a similar study
- A minimum of 3 years of experience in (online) event management and communication, preferably for a non-governmental institution
- Strong computer skills (in particular Microsoft Office applications), proven experience in the management and use of digital conferencing software (i.e. Zoom, MS Teams, WebEx or similar) and the organization and conduct of digital events
- Strong interest in digital and technical developments
- Excellent communication skills and creative thinking
- Excellent organizational skills and ability to work independently
- Excellent knowledge of German and English and ability to communicate and write in both languages

## Contract details

The Nuremberg Academy promotes equality of opportunity. We offer a contract for a full-time position at salary level E 11 (initial gross annual salary of app. 43.000 €/47.000 € depending on relevant previous experience) of the Collective Agreement applicable to the German Public Service (TVöD Bund) and 30 days of paid annual leave. The contract will include a two month probationary period. The contract duration will be initially until 31 December 2022. Depending on the budgetary situation of the Academy and on performance, the contract might be converted into an indefinite contract.

For further information please visit our website www.nurembergacademy.org or contact admin@nurembergacademy.org if you have any questions.

## Application process

**To apply, please send complete applications (in English) including cover letter, CV and three referees, ideally in one PDF document, via email with the subject line "Application for Digital Media Technology Officer_YourLastname" to admin@nurembergacademy.org by 15 July 2021 (10.00 p.m. CEST).**

Please clearly indicate in your application when you would be able to start working at the Academy. We are looking for a candidate who will be able to start in September 2021.

References will be sought directly from the referees at any stage of the selection process.