

The European Space Policy Institute (ESPI), the leading European think-tank on space, is looking to employ a **Multimedia Officer** at the premises of the Institute in Vienna (on-site), starting in **Q3 2025**.

About the role

Space is undergoing a transformative change in market dynamics, technology developments, and policy implications. Communication activities enable ESPI to achieve its mission and strengthen its position and reputation with more impactful outreach towards decision-makers and other target communities. Complementary to working with stakeholders in the space sector, ESPI also puts a major focus on **developing the impact of space on other policy domains and sectors of economy**.

This position is a part of ESPI's **Communications & Engagement team**, strengthening ESPI's impact on various audiences and aiming to further develop ESPI's role in advising and promoting European space policy globally, in line with the **ESPI2040** vision.



Can you read beyond the job description? Are you driven by purpose and passion and thrive in a pool of bright young minds? Do you cherish independence and can you stand up in open debate and advocate for impact? Can you build bridges in complex spheres of influence and power? Are you inspired by space? **As the Multimedia Officer at ESPI you will be primarily tasked with:**

- Producing audiovisual content for ESPI's various communication and engagement platforms, including website and social media;
- Developing, maintain and further improve ESPI's public and internal dashboards, maximising user experience and impact
- Maintaining and updating internal repository of presentation slides & decks;
- Working with ESPI Management on continuously improving ESPI's communication and outreach through multimedia channels and platforms;
- Assisting with graphic design activities for ESPI's digital and printed outputs;
- Supporting ESPI communication activities on digital platforms; in particular website, newsletter and social media;
- Supporting the production printed materials & merchandise from external vendors and suppliers;

Qualifications

- at least 2 years of relevant work experience. A good knowledge and understanding of the space sector will be considered an asset;
- Strong understanding and practical use of multimedia outreach channels and platforms, in particular audiovisual outputs, with awareness of current best practices.
- Experience with graphic design
- Outstanding communications skills (written, oral, non-verbal) and sound interpersonal competence;
- Excellent command of English (writing, grammar and editing skills);
- inter-cultural and multistakeholder competence with a self-starting mindset and attention to detail and accuracy;
- flexibility, and impact-oriented thinking.

Application Process

We accept applications by **EU/EEA citizens as well as non-EU citizens**. To apply for this position, please send:

- a copy of your CV in .pdf format,
- a motivation letter in .pdf format,

to vacancies@espi.or.at with the subject: "ESPI Multimedia Officer" **before 25 May 2025, 23:59 CEST**. Please do not submit educational records or certificates at this stage.

The position is full-time (40 hours/week) with flexible working conditions. The advertised salary is in the range of **€ 50,000 – € 55,000 gross per year** (paid 14 times a year). In expectation of ESPI acquiring the status of a *Quasi-International Organisation (QIO)* later in 2025, under the provisions of QIO the salary of ESPI employees will be exempt from tax. An additional bonus payment is subject to the Management's decision and the Institute's overall performance.

Why work with us? Read more about **benefits** of working at ESPI [here](#).