



The Barenboim-Said Akademie is welcoming applications for a position of **Academic Assistant (20h/week, Werkstudierende)** working with our Director of Humanities and Professor of Philosophy. Start date: February/March 2021.

Established in 2016, the Barenboim-Said Akademie (BSA) is a private, state-accredited, music academy in Berlin, training classical musicians predominantly from the Middle East and North Africa toward a Bachelor of Music degree (B.Mus.) with a required Humanities component. Furthering a vision of musicians as reflective artists and engaged global citizens, our Humanities curriculum spans the four years of the B.Mus. program and is designed both to provide a foundation in the liberal arts and to encourage critical, informed, and creative participation in the cultural arena. It comprises core required classes in Philosophy, History, Literature, Art History, and Global Issues, as well as a variety of elective courses and language and writing components. The language of instruction is English.

Primary responsibilities:

- Administrative support for the Humanities Program
- Assistance with research; citation and bibliographical management
- Assistance with Humanities courses, including managing online teaching resources
- Coordination of faculty meetings and other events
- Editing texts, compiling readers; short translations (German/English)
- Organizing office space and supplies; clerical errands

Basic Requirements:

- Bachelor's Degree
- Full-time student status at a German university
- Excellent German and English
- Proficiency in Microsoft Office and Adobe Pro
- Strong organizational, communication, and time-management skills

Additional Qualifications:

- International experience; additional languages
- Interest in philosophy, art and culture

The position is limited to one year, with the option of extension. Compensation level is in line with TVöD EG 06. We especially encourage applications from people of diverse backgrounds.

Please send your application in English to jobs@barenboimsaid.de with the subject line "Academic Assistant Humanities", including your CV, a cover letter addressing our Director of Humanities Prof. Roni Mann, and up to two references, if available.