



INSTITUTE
FOR RESEARCH
IN BIOMEDICINE

OPEN POSITION AT IRB BARCELONA CONTENT MANAGER (ref. AD/11/02)

The Institute for Research in Biomedicine (IRB Barcelona) is an independent, non-profit research institution engaged in basic and applied biomedical science. It is located in the Barcelona Science Park (Parc Científic de Barcelona, PCB), a centre in which first-class public research converges with the private sector in a stimulating, vanguard scientific environment. IRB Barcelona was founded in October 2005 by the Government of Catalonia (Generalitat de Catalunya), the University of Barcelona (UB) and the Barcelona Science Park and is administrated through a private foundation. The institute currently has more than 450 members (scientific, technical and administrative staff), from across the world, who work across disciplines to advance research in the biomedical sciences.

The management team at IRB Barcelona is seeking a **CONTENT MANAGER** to join their Communications and External Relations Department. We are looking for a dynamic, self-motivated individual with experience in content management for both online and print projects. He or she should have solid writing and editing skills, as well as experience with layout/graphic design and the creation of multimedia content. The ability to write fluently English is a must. The position requires a strong attention to detail and ability to work under tight deadlines.

DUTIES:

- Information gathering, writing, editing, layout and production coordination
- Development and preparation of a quarterly institutional newsletter, annual reports as well as other informational materials
- Updating contents of IRB Barcelona's external and internal websites
- Assisting with internal communication tasks
- Liaising with research and technical staff, suppliers, collaborators and other key figures

CANDIDATE PROFILE:

- University degree in journalism, communications or related field
- 3-5 years of experience in a similar job. Experience working in a scientific or educational environment would be an advantage
- Ideally, we are seeking a native English speaker with a good knowledge of Spanish and/or Catalan
- Strong communication, writing, design, multimedia and web publishing skills, attention to detail and an ability to prioritise
- Team worker, able to establish effective relationships with staff, collaborators and suppliers

HOW TO APPLY

Applications for the above opening should include a CV, plus a brief statement of experience and interests in English, and should be sent by e-mail to:

irbjobs@irbbarcelona.org

Please quote reference **AD/11/02**

For more information please visit our website at: www.irbbarcelona.org