

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 seek an experienced Project Manager (m/f/d) who is self-motivated, collaborative, and passionate about managing high-quality editorial projects, spanning across multiple platforms.

Your profile:

- You will ideally come from a publishing background and have 5+ years of work experience, with demonstrated success managing projects and cross-functional teams
- You have expert organizational skills and in-depth working knowledge of project management processes, workflows, and terminology
- You are proficient in GSuite and mastering project management software
- You have an excellent economic understanding as well as leadership-skills
- You have a strong sense of responsibility paired with good judgment and problem-solving skills
- You break-down problems and present defined solutions
- You are comfortable presenting to teams and project stakeholders and have superb communication and negotiation skills
- Your first language is German, and you are fluent in English, both written and verbally
- You can work both independently and as part of a team, to motivate yourself and others

Your tasks and responsibilities:

- Managing several complex editorial projects through every stage of the editorial and production process
- Defining requirements and resources needed, effectively communicating the volume of work and status of all projects
- Establishing clear task descriptions, deadlines, and schedules to foster a culture based on accountability
- Supervising the project team and ensuring that all quality, time and budget requirements are met
- Identifying, reporting, and escalating issues to a superior if necessary
- Fostering a culture based on accountability
- Ensuring compliance with contractual requirements
- Organizing, scheduling, and leading regular jour fixes as well as project kick-offs and debriefings
- Creating and regularly updating project-related documentation and maintaining communication between the team and stakeholders
- Recruiting and commissioning freelancers, overseeing their work and assessing the quality of the products and services delivered

We offer:

- A permanent position from the first day of employment
- Exciting projects, space for initiative and inspiring exchange with 35 wonderful colleagues
- Becoming a member of a globally recognised brand and work with creative talents around the world.
- A small, international team that values respect, transparency, pragmatism and collaboration
- An office conveniently located in the vibrant heart of Berlin-Kreuzberg

We look forward to receiving your application including your earliest possible start date by email with the subject line „STAFFx Project Manager“ to work@gestalten.com.