

Science Writer/Manager (#WMSW01)

The **Institute of Molecular Biology** (IMB) is a Centre of Excellence for Life Sciences, which is located on the campus of Johannes Gutenberg University in Mainz, Germany. As a highly international institute, our official language is English and we provide an exciting, intercultural working environment. The Scientific Management Department of IMB is seeking to recruit a Science Writer/Manager who can write and edit English texts in a variety of styles.

Activities will include:

- Writing press releases and producing other PR material, including IMB's newsletter
- Coordinating the production of IMB's Annual Report and reports to its Scientific Advisory Board
- Writing and editing website content in collaboration with IMB's Group Leaders and Heads of Core Facilities
- Supporting IMB's fundraising activities, e.g. by helping to draft grant applications to funding agencies, charities and companies to fund institutional activities and events
- Participating in the organisation and running of scientific events, including planning, advertising and speaker management
- Assisting in other Scientific Management activities as applicable

We are looking for a person with the following attributes to join our young and dynamic team:

- Excellent writing skills in English (native speaker level)
- A degree in the Life Sciences and/or a thorough understanding of the field
- The ability to interact with scientists at different levels
- An outgoing personality who is highly motivated, reliable and flexible, and who can work both independently and within a service-orientated team

Your prospects: We offer an interesting position in a new and growing international institute, remuneration according to your experience and the opportunity of advanced vocational training. The position is initially fixed-term for 2 years, but is extendable. Starting date for the position is 1 September 2013 or later. IMB is an equal opportunity employer.

The city of Mainz is a charming, open-minded city with a large student population. It is within easy reach of both cosmopolitan Frankfurt, with its famous opera house, avant-garde museums and glass-and-steel banking district, and the Rhine valley region with its castles, vineyards and nature reserves that offer great outdoor activities. With Frankfurt airport – one of the largest airports in Europe – only 25 minutes away, countless European and overseas destinations are within easy reach.

To apply, please email a cover letter, your CV and references, a sample of a general text you have recently written and copies of your degrees as a single PDF file to personnel@imb-mainz.de. Please quote Ref. No. #WMSW01 in all communications. Informal enquires should be addressed to Dr Ralf Dahm (r.dahm@imb-mainz.de).

Closing date for applications: 11 August 2013