

We are hiring – IT / Data Officer

The JDCRP Foundation is seeking to hire an experienced **IT / Data Officer** starting as soon as possible, for the next phase of the Jewish Digital Cultural Recovery Project (JDCRP) Foundation’s development of a central digital platform. The project is a continuation of the JDCRP’s initial pilot project, with co-funding by the European Union.

The **Jewish Digital Cultural Recovery Project Foundation**, founded in 2019 by the Conference on Jewish Material Claims Against Germany (Claims Conference) and the Commission for Art Recovery (CAR), is based in Berlin, Germany. The JDCRP is the first Jewish-based foundation dedicated to building a comprehensive central open-source platform for archival source material, research, and education on the cultural plunder conducted during the National Socialist regime. State-of-the-art technology will improve search capabilities across various databases on objects, owners, and perpetrators, thereby revealing for the first time the full scope of the plunder. The archival project uniquely targets both specialists and the general public.

Building on the pilot phase of the project, the goal for the next phase is to create a scalable digital platform structure and sustainability for all activities.

Your key tasks will include:

- Facilitate the interface between content / research, data management, and IT solutions for the digital platform
- Coordinate the development and implementation of the back- and front-end of the digital platform and web portal with external IT service providers and advisors
- Cooperate with relevant institutions regarding the creation of application interfaces and processes for data transferal
- In close collaboration with the Academic Director, create a reliable data management structure for the digital platform with corresponding processes for data entry, analysis, and processing as well as working with ontologies
- Develop standards and methods for data retrieval and data transfer, as well as for searching within documents
- Implement, maintain, and continuously develop the data management system to ensure reliability of the central platform and meaningful data linkages, including preparation of incoming data for inclusion into the digital platform
- Support the Academic Director and the IT providers in developing and implementing methods for content display, and inclusion of research and education projects

Your profile:

- Passion for the JDCRP mission and strong interest in work in the non-profit sector
 - University degree related to digital information management / IT or another relevant field
- Or*
- University degree in (art) history or a related field with extensive experience and on-the-job training in digital information management / IT

- Proven experience developing online platforms and data management systems as well as in organizing and analyzing large amounts of data
- Familiarity with coordinating the interface between content and IT, working with researchers, users, and IT providers
- Knowledge of the relevant archival material and existing research projects
- Understanding of how to make information accessible for research, education, and public communications purposes
- Experience desired working with international and interdisciplinary teams as well as with multiple stakeholders and large networks
- Excellent organizational and communications skills
- Motivation, flexibility, commitment and intercultural competence
- Expertise creating hands-on and solution-oriented approaches
- Proficiency in English and German; knowledge of additional relevant languages desired
- Expert skills in data management and platform applications
- User knowledge in standard office applications
- Willingness to travel internationally as tasks require

What we offer includes:

- A position with responsibility in a young non-profit organization with partner institutions
- Potential to help shape the course and future direction of the first digital central registry on Nazi-looted art
- A minimum two-year position with extension possibilities, ideally based in Berlin
- Remote work and flexible hours can be discussed
- Remuneration compatible with comparable positions in the NGO sector
- Opportunity to join a small and motivated international and interdisciplinary team that is establishing and growing sustainable, long-term operations.

Please submit your application via email to secretary@jdcrp.org. Attach a letter of motivation, a CV, names of three persons who can provide references, and relevant documentation such as diplomas and recommendations in one PDF document (max. 5 MB). The selection process will be conducted on a rolling basis as applications are received.