Executive Assistant to the Director at the KHI in Florenz – Max-Planck-Institut

Kunsthistorisches Institut in Florenz – Max-Planck-Institut (Florence, Italy)
Application deadline: Dec 6, 2026

Natalie Arrowsmith

The Kunsthistorisches Institut in Florenz – Max-Planck-Institut – Department Professor Bianca de Divitiis – is seeking an Executive Assistant to the Director (f/m/d) for a part-time (50%) fixed-term position starting at the earliest possible date until October 31st, 2028.

Deadline: 6 December 2026

We are looking for a proactive, motivated and reliable colleague with excellent organizational and communication skills, a solid sense of priorities and a very good team spirit. The successful candidate should be able to work autonomously and with dedication to support the Director in carrying out all necessary tasks, in close collaboration with the colleagues. The candidate should demonstrate flexibility and a willingness to take on various responsibilities. They should have strong writing skills and be fluent in both written and spoken English, at a level equivalent to that of a native speaker. A good proficiency in Italian and German will be an advantage. Further requirements include a good knowledge of and applied skills in MS Office and modern communication tools.

You can expect a multifaceted and interesting job in a research institution and a friendly environment with dedicated scholars from all over the world.

Responsibilities of the Executive Assistant will include:
• Performing clerical and secretarial tasks (correspondence, taking meeting minutes, etc.)
• Planning, coordinating and following up on appointments and meetings
• Organizational preparation and management of projects, conferences and departmental events
• Text-related work (proofreading, translations, especially in English)
• Assisting with coordination of department staff

The part-time position (50%) is a fixed-term contract until October 31st, 2028, starting at the earliest possible date. Working hours are usually in the afternoon. If the requirements are met, we offer remuneration in accordance with the German collective agreement for the public service (TVöD Bund) with corresponding social benefits. Alternatively, a compensation based on the German Embassy in Rome's pay scale for locally hired employees, including standard employee benefits, will be offered. The position is Florence-based.
The Max Planck Society is committed to equal opportunities and diversity and welcomes applications from all backgrounds, regardless of gender, ethnic origin, disability, or sexual orientation.

Please upload your complete application to the application portal https://apply.khi.fi.it/ by Decem-

ber 6th, 23:59 (CET), including the following documents:

• Cover letter that clearly states the candidate’s interest in the position and describes their related working experience and the earliest possible start date.
• Full Curriculum vitae
• Relevant qualifications/certificates, for example language certificates, job references.
For further information, please contact Christine Klöckner and Mandy Richter (kloeckner@khi.fi.it; richter@khi.fi.it).

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