

ARTIVIVE

THE PLATFORM WHERE ARTISTS BUILD
THE FUTURE OF ANALOG AND DIGITAL ART.



About the Product

Artivive is an easy to use **Augmented Reality tool that allows artists to create new dimensions of art** by linking classical with digital art. The digital layer opens doors to a whole new world of possibilities. It consists of the Artivive App, our visualization component, and the Bridge by Artivive, the creational part.

Artivive vision is to **change how art is created and consumed and build the community around augmented reality art**. Our mission is to **democratize augmented reality for the art world**. Our plan is to make augmented reality into the art form of the 21st century.

More than **66,000 users** are creating artworks with Artivive and are having exhibitions **in 92 countries**. For museums, exhibitions, galleries, and other art institutions, Artivive offers a new and **innovative way for the audience to interact with art**.

Here at Artivive, we celebrate the many ways we work. We're searching for somebody to provide **assistance to our high-level executives**. You will be trusted with **complex duties and sensitive information**. You'll be involved in defining how things work, what they do, and why we do that instead of something else. If that interests you, read on to learn more about the role.

ALBERTINA

belvedere



BAYERISCHE
STAATSOOPER



UNITED NATIONS



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Executive Assistant

Key Responsibilities:

- Acting as the point of **contact between the executives and external contacts**
- Handling **operational tasks**
- Producing **reports and presentations**
- Maintaining our **CRM**, and looking for ways to improve current systems
- Organizing **meetings and team events**
- Helping with **accounting**
- Handling **correspondence**
- Making **travel arrangements**

Requirements:

- You Ability to **multitask** and prioritize tasks
- Excellent **time management** skills
- Well-developed **organizational skills**
- Attention to **detail**
- Great **verbal and written communication** skills
- Professional **discretion**
- Business fluent or native in **German**
- Software skills **MS Office, Google Suite, online tools**

Bonus:

- Social Media experience
- Video and Photo Skills
- Experience in SEO
- Experience managing other team members or freelancers
- Experience in a SAAS startup
- Passion for art and tech



What we offer

Not only do we offer a competitive salary (according to the collective agreement for this position), but here at Artivive, we are committed to our employees' professional and personal development.

We also believe that a great workplace is one that represents the world we live in and how beautifully diverse it can be. That means we have no judgment when it comes to any one of the things that make you who you are. All you need is a passion and a desire to be part of our mission.

- A fantastic learning experience in a **fast-growing startup**
- Contribute to making Augmented Reality **the art form of the 21st century** with highly ambitious teammates
- A **diverse team** of 10 members with different nationalities (Bulgaria, Romania, Argentina, Austria, South Korea, etc)
- **Beautiful office** and art gallery located in an upcoming Viennese district
- **Flexible schedule and remote office possibilities** and all the benefits that come with from the Austrian state
- **Free monthly art events** and exhibitions, which we are part of

Additional Information

We believe that the unique contributions of all Artivive's members are the driver of our success. To make sure that **our products and culture continue to incorporate everyone's perspectives and experiences**, we never discriminate based on race, religion, national origin, gender identity or expression, sexual orientation, age, or disability status.

