



The Museion Foundation – Museum of Modern and Contemporary Art, based in Bolzano, is looking to strengthen its team by recruiting a

HR AND PEOPLE MANAGER (m/w/d)

You will have the opportunity, within a motivated team and in an international cultural environment, to actively contribute to shaping the future of an important museum in South Tyrol.

Your responsibilities:

- You are responsible for managing all core HR processes throughout the entire employee lifecycle – from employer branding and recruiting to onboarding, HR development, and offboarding – continuously improving them.
- You are responsible for collecting, preparing, and transmitting the data required for payroll processing, as well as maintaining and updating personnel files, vacation and time tracking (including the time recording system), and expense and travel reimbursements.
- You provide competent advice to employees and managers on all HR-related matters and support the development of a positive and professional work culture.

Your profile:

- Professional experience in Human Resources
- Good knowledge of HR administration
- Knowledge of MS Office
- Excellent knowledge of German and Italian; basic knowledge of English is preferred
- Teamwork skills, accuracy, reliability, and discretion
- A structured, precise, and solution-oriented working style

We offer:

- A cooperative, dynamic, and international working environment
- 14 monthly salary payments per year (CCNL Terziario Confcommercio)
- Permanent employment contract after successfully passing the probation period
- Flexible working hours (75-100%)
- Remote working options
- Meal vouchers
- Professional development opportunities and language courses
- Free access to all South Tyrolean provincial museums

We look forward to receiving your application! Please send us your CV together with a cover letter by April 20, 2026 to: job@museion.it.