

Die **Barenboim-Said Akademie gGmbH** is welcoming applications for a

Student Assistant
for the **Concert Office** (m/w/d)

Preferred starting date: September 1st, 2026

Established in 2016, the Barenboim-Said Akademie (BSA) is a private, state-accredited, music academy in Berlin, training classical musicians predominantly from the Middle East and North Africa toward a Bachelor of Music and Master of Music degree with a required Humanities and Musicology component. Furthering a vision of musicians as reflective artists and engaged global citizens, our curriculum spans the four years of the Bachelor program and two years in the Master program and is designed both to provide a foundation in the liberal arts and to encourage critical, informed, and creative participation in the cultural arena. It comprises the core required classes in Musicology, Philosophy, History and Literature, as well as a variety of elective courses. Besides individual instrumental lessons, chamber music coaching as well as participation in the BSA orchestra are the core of the instrumental curriculum. The language of instruction is English. We are looking for a student assistant for the Concert Office with approx. 9h/week. This position can be combined with the student assistant position in the **Chamber Music Program** with a correspondingly higher number of hours per week (please see other job ad [here](#)).

Your responsibilities

- Support and assistance with the organization of on-site student concerts as well as *Akademiekonzerte* and *Werkstattkonzerte* (public events)
- Support and assistance with the organization of student concerts off-site
- Coordination of rehearsals, including orchestra management
- Coordination of graduation recitals for graduating students
- Support and assistance with the planning and implementation of exams, including coordination with students, teachers and staff

Requirements

- Full-time student status at a German university
- Knowledge in classical music and performative arts
- Excellent English skills, fluent German is beneficial
- Proficiency in Microsoft Office, experience with room booking software beneficial
- Strong organizational, communication, and time-management skills
- Experience in music schools or concert halls beneficial
- During the examination period, flexible working hours (including weekends) are required
- The student assistant will be expected to be present in Berlin

We offer

- Compensation in accordance with § 7 (1) TV-Stud III
- Insight into a leading international music academy
- Opportunities to attend Akademie concerts & events
- A workplace in central Berlin-Mitte
- A supportive, culturally diverse environment

We especially encourage people of diverse backgrounds, and people with disabilities to apply. Provided with equivalent qualifications, we will give preference to applicants with severe disability. Information on data processing can be found [here](#).

Please send your application in English to jobs@barenboimsaid.de with the subject line “Student Assistant Concert Office”, including your CV (without a photo) and a cover letter in one PDF until **August 19th, 2026**.