



# FOUNDER'S ASSOCIATE OPERATIONS & STRATEGY

Intern / Working Student

## Overview

Join us at the forefront of entertainment innovation! We at Malao are on a mission to transform the entertainment industry, creating inspiring stories with positive role models that spark change in our world. Across innovative technology platforms, original films and unique location-based experiences, at Malao you'll dive into a game-changing environment where we combine human intuition with artificial intelligence to bring the world more Meaningful Entertainment.

## What you'll be working on

- **Talent Recruitment:** Supporting recruitment end-to-end - from writing job descriptions and sourcing candidates through to screening, interview coordination, and onboarding - and helping build the hiring structures and documentation that scale with the team
- **Project Coordination:** Managing teams across our tech, film and LBE projects to ensure all members have the resources and knowledge they require, and working with our COO to ensure our goals are achieved
- **Operational Processes:** Keeping the operational backbone of Malao running, working alongside the founders to ensure our CRM, project management, and financial systems are up to date, and improving cross-functional workflows with no-code and AI-assisted tools (vibe-coding encouraged)
- **Fundraising Support:** Contributing to fundraising and public funding efforts, including investor materials, grant applications, project budgets, impact narratives, and reporting requirements for EU-funded projects
- **Team Logistics:** Handling the practical logistics that keep the team functioning and connected, such as organising team events, coordinating travel, and ensuring the founders are prepared and unblocked for what is coming next

Plus, jumping into wherever the need is greatest - this role does not have a fixed lane, and that is intentional. You might work on a funding application in the morning and prototype an internal automation in the afternoon. We want someone who is a generalist - flexible, a quick-learner and up for a challenge.

## What we're looking for

- You are currently enrolled in a Bachelor's or Master's programme, or are a recent graduate, with a strong interest in operations, strategy, HR, or fundraising, and the drive to get things done rather than just observe
- You are fluent in both German and English, written and spoken
- You have strong analytical and structured thinking - you can hold multiple complex threads at once, prioritise under pressure, and produce clear, well-organised work
- You either have experience building automations, internal tools, or systems - or you are genuinely motivated to learn quickly using no-code or AI-assisted tools (e.g. Lovable or similar).
- You have a flexible approach to challenges, coupled with the readiness to pivot as required in a dynamic startup environment
- You align with Malao's strong value set of truth, justice, courage, gratitude and joy, demonstrating integrity and a willingness to collaborate with others, and enthusiasm for personal and professional growth in an environment encouraging open communication and candour

## What we offer

- Work directly with the founders and founding team of a fast-paced startup crossing entertainment and technology
- Wellpass subscription, giving you access to the top gyms, fitness clubs and spas
- Monthly team events, such as free dinners, game nights, internal hackathons and active offsites
- A paid cinema ticket every month (your choice of movie!)
- Support with relocation to Munich, including access to the WERK1 apartment program (flat for only €850 per month on short-term contract)
- A competitive salary package, including VSOP employee participation program for full-time employees

## How to apply

Please apply filling out the following questions and uploading your CV:

<https://workat.malao.com>

*Malao GmbH is an equal opportunity employer and is committed to diversity and inclusion. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, marital status, or protected veteran status*