



## **Boekman Foundation**

Institute for arts, culture  
and related policy

*The Boekman Foundation is the independent institute for arts, culture and related policy, based in Amsterdam, the Netherlands. The Boekman Foundation collects and disseminates knowledge and information about the arts and culture in both policy and practice. It stimulates research and the development of opinion on the production, distribution and take-up of the arts and on national and international policy on the arts and culture.*

The Boekman Foundation is looking for an energetic, enthusiastic and internationally experienced

## **Project manager**

*0.8 FTE / Temporary appointment until January 1<sup>st</sup> 2021*

who will be responsible for the management of the **Compendium of Cultural Policies and Trends**, a web-based and permanently updated information and monitoring system of national cultural policies for more than 40 European countries ([www.culturalpolicies.net](http://www.culturalpolicies.net)). The main task of the project manager is to coordinate the work of content providers from different European countries and to facilitate the communication between the stakeholders of the Compendium Association. The work is located in Amsterdam and it is carried out in close collaboration with the Association's Board, the Association of Compendium Experts and the Compendium's communication and content coordinator.

### **Who are we looking for?**

- Are you an experienced project manager who has proven to be effective in keeping an eye on the bigger picture and strategic planning?
- Are you familiar with cultural policies, studies and practices, specifically in an international context?
- Do you have experience with online editing and can you take care of a digital information platform that is currently being renewed, in collaboration with the communication and content coordinator?

- Do you find a spirit of cooperation essential and can you easily switch between the most diverse European cooperation partners?
- Are you empathic, diplomatic and at the right moments efficient and decisive?
- Are you skilled in planning and budgetary management?
- Are you fluent (both verbally and in writing) in English, Dutch and preferably another European language (French, Spanish, German or other)?
- Do you have at least five years of relevant professional work experience and a master's degree?
- Do you feel at home between enthusiastic and content-driven professionals?

If your answer is **yes**, we might be looking for you!

We can offer you a temporary appointment for 0.8 FTE until January 1<sup>st</sup> 2021 and a salary between € 2640 and € 3760 gross per month, depending on your work experience.

You can submit your application (a short cover letter with CV, in English) until **Tuesday September 3<sup>th</sup> 12:00 AM** by sending an email to [secretariaat@boekman.nl](mailto:secretariaat@boekman.nl). If you have any further questions about the position or the organisation, please contact Jan Jaap Knol (director Boekman Foundation, +31 6 11473001) or visit [www.culturalpolicies.net](http://www.culturalpolicies.net) and [www.boekman.nl](http://www.boekman.nl) for more information.