

Vacancy ZID Theater – project employee for international projects

ZID Theater – City Art & Performance Center is a cultural organisation based in Amsterdam, the Netherlands. ZID produces the annual ExploreZ festival, multidisciplinary performances and realises projects together with art professionals, urban talents and city dwellers. ZID works in an urban, national and international way. ZID is a workplace, urban talents “development site”, a stage and connector!

ZID is a partner and primary coordinator of several international EU projects, Creative Europe and Erasmus Plus KA2. For this, we are looking for a project employee.

More information can be found at www.zidtheater.nl

ZID Theater is looking for a (starting) project employee for international projects.

Function content:

Developing and realising project work plans and all associated activities based on the project plan:

- preparing the meetings and administrative support in consultation with the project manager
- assisting with reporting about the projects
- Managing the activities that need to be carried out conform to the project plan in collaboration with all partners involved (employees, international partners, trainees, volunteers)
- identifying and solving project problems
- Maintaining contacts with all parties
- making and coordinating work plans, dissemination plans, communication plans and coaching the partners in carrying out.

Job requirements:

We are looking for a colleague who lives in Amsterdam or the surrounding area.

- Experience with similar work; experience with Creative Europe or/ and Erasmus+ KA2 projects is a pre.
- You are good at organising, managing and coordinating
- You can coordinate multiple projects at the same time
- You are flexible (in time and working days) and communicative
- You are prepared to take part in international meetings across Europe
- You can work well independently as well as in a team
 - You have full professional proficiency in English; a limited working proficiency in Dutch is a pre
 - You have a bachelor or master thinking and working level
- You are goal and result oriented
- You have financial insight
- Extensive experience with Office programs and WordPress (or motivated to learn that)

The work will start as soon as possible. It is for +- 16 hours a week, spread over three half-days. The first month is a trial month.

Send your cover letter and CV to: zakelijk@zidtheater.nl.

Commandments:

- Remuneration in consultation as a self-employed person
- A dynamic and challenging atmosphere
- You gain a lot of knowledge, experiences and contacts

ZID Theater has its own working space and office in Amsterdam West, right next to Sloterdijk station. The work takes place partly at the office, partly as working at your own home.