

THE JOHN ADAMS INSTITUTE

The John Adams Institute provides an independent podium for American culture in the Netherlands. For over three decades now, we have brought the best and the brightest of American thinking from the fields of literature, politics, history and technology. Love it or hate it, the United States plays an important role in the world: what happens in the US is of continuing relevance for the rest of the world, and we provide a window onto that.

We believe in the power of words and ideas, and in intellectual exchange through real-life encounters. Through the years we have invited speakers such as Madeleine Albright, Jonathan Safran Foer, Spike Lee, Jonathan Franzen and Nobel Prize winners Toni Morrison and Joseph Stiglitz – to name just a few – to share their thoughts and insights with audiences in the Netherlands. In addition to live events and streaming, we also produce a podcast (Bright Minds), offer a program for high schools and host a book club.

We are offering a great opportunity for

a program and development coordinator

(M/V, 32 hours/week, preferably starting in May 2022)

What will you be doing?

- Organizing our events and relationships, together with the director Tracy Metz and the event coordinator Mieke Bleeker. This includes contacting and making arrangements with speakers, moderators, panelists, publishers, venues and sponsors.
- Fundraising and stakeholder management. We have a cherished set of sponsors and our wonderful John Adams Family, both of which we would like to grow.
- Keeping a prudent eye on our financials, in consultation with our accountant and treasurer.
- Developing and monitoring the Quincy Club, our program for high schools.
- Marketing (including advertising and social media) for both for the John Adams as a whole and for specific events.
- Enjoying working in a small team but with a huge network of professionals, agents, writers, journalists, publishers, theater /venue directors and volunteers.

What do we expect you to bring to the John Adams Institute?

The skills and experience with which you can be our new Program and development coordinator are:

- Speaking and writing Dutch as well as English at a native or at least professional level
- A strong affinity with American culture, politics and journalism
- Project management skills, with an eye for detail
- An excellent communicator, a great host, and an open and easygoing team player
- Entrepreneurial mindset
- Eligibility to work in the Netherlands (preferably Amsterdam based)

What do we have to offer our new team member?

Besides a competitive salary (including a pension plan, 25 vacation days/year at full time), we offer:

- A small, smart and efficient team to work in
- Flexible hours (with an expectation that you will attend all or most of our events)
- Growth! This position can be one you can grow into, but we also welcome more senior applicants.
- And the best corner office in the city! In the historical West-Indisch Huis, right on the corner of Haarlemmerstraat/Herenmarkt.

If this sounds like you, please write us an email

- We will review applications on a rolling basis, looking for the perfect candidate to whom we will offer a 1 year contract, which we intend to renew.
- If you want to know more about the position, please get in touch with Maarten van Essen at essen@john-adams.nl.
- To apply, please email us at info@john-adams.nl with a short motivation and a resume or a short explanation of relevant work experience.

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