



www.john-adams.nl | info@john-adams.nl | +31 (0)20 624 7280

Vacancy: Outreach & Production Assistant (part time: 2-days per week, plus attending public events)

Start date: 1 September 2024

Duration: One year with possibility of renewal

Remuneration & benefits: 1450 bruto per month for 0.5 FTE/16 hours per week. Vacation pay, vacation days, and pension contribution included, as well working at the best corner office in the heart of Amsterdam, and meeting fascinating thinkers and public figures.

About the John Adams Institute

Organization: The [John Adams Institute](#) is the Netherlands' independent podium for American culture, bringing the best and brightest from the United States for public events in Amsterdam. Love it or hate it, the United States has an outsize impact on the world stage, meaning that all questions of American importance are also topics of global concern, and we provide a window into that experience. Past speakers include the likes of Toni Morrison, Madeleine Albright, Joseph Stiglitz, Nikole Hannah-Jones, Lonnie G. Bunch III, and Cecilia Kang.

Team: The John Adams Institute is a tight-knit team of three, consisting of the Director, Program & Development Coordinator, and Event Coordinator.

About the role: Outreach & Production Assistant

Description: Our [outreach activities](#) are growing. The Institute is investing in the future and is keen to hire a part-time employee to help us strengthen the below-listed projects. The Outreach & Production Assistant will take the lead on a variety of projects, while also assisting the Program & Development Coordinator and the Event Coordinator with communal responsibilities. Our ideal candidate is a goal-oriented go-getter who understands our work and community and is keen to help us solidify our offerings and take them to the next level.

Primary responsibilities

- **Managing the [Young Minds Network](#), its meetings, and activities.** The Young Minds is a network of 25 Ambassadors (and growing!) who attend John Adams events and help us plan for the future.

You will work with them to help bring structure into the initiative and facilitate their ongoing projects, including social gatherings, (networking) events, and blogs.

- **Organizing the [Quincy Club](#).** You will be responsible for organizing and coordinating our yearly high school lecture series that visits approximately 15-20 schools throughout the Netherlands. You will work closely with both schools and the lecturer to ensure the series is a success.
- **Coordinating [Dialogues](#) and our yearly course.** Dialogues is a conversation club that meets quarterly for in-person events to discuss topics of American interest, as well as a longer format course once-per year. Helping give form to Dialogues and determine its future will be one of your focuses.
- **Attending and assisting in the set-up for [public events](#).** The beating heart of the Institute are its public events (roughly 20 throughout the year, with the exception of the summer), the ideal place for you to connect with and strengthen our community.

Assist the John Adams team with the following

- Social media and marketing of activities that fall within your purview, as well as other Institute activities as needed.
- Managing the John Adams Institute's contributions to [The New Anthology](#) together with the Program & Development Coordinator.
- Other tasks as needed (e.g.: marketing, event and program ideation, long-term strategy, etc.)

Requisite skills and affinities

- Strong verbal and written communication skills in both English and Dutch.
- Ability to work both independently and as part of a team.
- Broad knowledge of the United States (both historically and in the present), from a variety of perspectives.
- Strong interpersonal, community management, and organizational skills.
- Design skills (Canva) to assist with social media assets and print media.
- If you are a foreign national, a valid residence/work permit is required. The John Adams Institute cannot apply for/sponsor a permit on your behalf.

Application procedure

Please submit the following documents in an email to info@john-adams.nl with the subject line "Vacancy Application, YOUR NAME" **no later than 1 June 2024.**

- A comprehensive résumé/CV.
- A letter of motivation that demonstrates your knowledge of Institute activities and how you would like to help us achieve our goals.

Applications will be reviewed the week of 3 June, and the first round of interviews will be scheduled for Wednesday 19 and Thursday 20 June. A select group of candidates will be contacted for a second and final interview taking place on Tuesday 25 June with a decision following shortly.