

Embassy of the Kingdom of the Netherlands, Seoul, South Korea

Job description: Temporary cultural project assistant

A. BASIC INFORMATION

Title: Cultural Project Assistant

Working hours: 37.5hrs/week

Duration: 1 year (fixed-term with the possible extension of one year)

Culture is an important theme in the bilateral relation between Korea and the Netherlands amongst others such as trade, investment, agriculture and science & technology. Since 2017, Korea has been one of the priority countries for cultural cooperation and exchange in the international cultural policy by the Dutch Ministry of Foreign Affairs and the Dutch Ministry of Education, Culture and Science. Mutual interest in each other's culture and demand to work together in culture have been growing in the last years.

In 2021, Korea and the Netherlands celebrate 60 years of diplomatic relations. On this occasion we will organize and support numerous cultural events (on/offline and hybrid) throughout the entire year more actively. Under the slogan *co-create tomorrow*, we will organize art and design exhibitions, performances, film festivals and other cultural projects together with Dutch and Korean cultural organizations. Furthermore, the Netherlands is a partner country for the International Arts Joint Fund Program of Arts Council Korea (ARKO) for 2021-2022, for stronger and more sustainable collaboration.

From May 2021, the embassy is looking for an enthusiastic colleague who can assist the cultural section with the facilitation and organization of projects.

B. TASKS AND EXPECTED RESULTS

Description of tasks:

Arranging Dutch Cultural Projects & Dutch Programs at Cultural Events

- Communicate with Dutch artists and institutions that are involved in cultural projects in Korea via e-mail and call;
- Communicate with local/Korean (co-)organizers of the projects (e.g. biennales);
- Prepare required materials for the projects;
- Translate necessary documents between English and Korean.

Cultural Communication

- Operate, maintain and write postings for the embassy's culture blog Dutch Culture Korea;
- Coordinate the webpage for the 60th year of diplomatic ties;
- Write postings (cultural contents) for SNS channels of the embassy;
- Arrange culture newsletter of the embassy;
- Coordinate and edit for printed matters of the cultural projects.

Coordinating International Arts Joint Fund Program with ARKO

- Assist in liaising between DutchCulture Centre for International Cooperation and ARKO;
- Assist for the selection of projects from open calls;
- Assist in coordinating (digital) missions and visitor's programs for cultural institutions;
- Assist in organizing (digital) events such as online symposium;
- Prepare required materials for the program.

Others

- Research Dutch cultural activities in Korea and manage Dutch Culture Database;
- Contribute to an enabling working environment through a positive work attitude and pleasant and cooperative behavior;
- Work in an open and constructive way with all embassy staff.

C. REQUIREMENTS FOR THE JOB

Knowledge and experience:

- Major in cultural studies or related area;
- Relevant working experience (e.g. internship, volunteering, extra curriculum activities, part-time job);
- Broad knowledge and interest in arts and culture;
- Good writing skills with intercultural sensitivity;
- Excellent knowledge of both Korean and English. Knowledge of the Dutch language is a plus;
- Proficiency in standard office software and basic knowledge of graphic software (e.g. Photoshop);
- Experience with online communication tools (e.g. WordPress blog);
- Knowledgeable in communicating via various SNS channels.

The following competences are especially important for a successful performance of this job:

- Organizational abilities;
- Performing independently;
- Working accurately;
- Creative thinking;
- Integrity.

The following qualities are important for a successful performance of this job:

- Culturally-minded, excellent social and communication qualities;
- Enthusiastic, proactive attitude to variable tasks and workloads;
- Positive work attitude, pleasant and cooperative behavior, team-player;
- Initiative.

D. OTHER

- If you are interested in this position, please send your English resume and cover letter to Hajin Lee (SEO-Culture@minbuza.nl) by 20 April 2021.
- For questions related to this position, please send an e-mail to the e-mail address above.
- Monthly pay is 2,000,000 KRW (gross).
- The position is available from 17 May 2021 to 16 May 2022, with the possibility of extension of one year based on the evaluation.