Freelancer Cultural Management, Belgium (m/f/x)

The Arolsen Archives are the world’s most comprehensive archive on the victims and survivors of National Socialism. The collection has information on about 17.5 million people and belongs to UNESCO’s Memory of the World. It is up to us to tell the persecutees’ stories and to provide fresh impetus for engaging with the Nazi past in today’s society which has few links with the period.

For this reason, we are looking for a freelancer (m/f/x) who can start at short notice and run our highly successful #StolenMemory project in Belgium and the Netherlands. You will work closely with our PR department.

Your responsibilities:

- Organize the #StolenMemory traveling exhibition in Belgium and the Netherlands
- Coordinate arrangements with our project partners
- Contact potential project partners and support the exhibition venues
- Work with logistics companies to plan and organize the route
- Organize and, if necessary, run opening events at exhibition venues
- Handle press relations in Belgium and the Netherlands in consultation with the PR team
Your qualifications:

- University degree in the field of the humanities, cultural management, or communication
- Familiarity with the media and cultural landscape in Belgium and, if possible, the Netherlands
- Experience in press relations and social media
- Knowledge of the history and repercussions of Nazi persecution
- You are well-versed in using Office programs
- Ability to express yourself well in French and Dutch and good knowledge of English; knowledge of German is an advantage
- Good communication skills, creativity, and flexibility

If you also have experience of working in the cultural sector (e.g. museum, archive, event management) or in journalism, or if you have already worked with local government partners in Belgium, we very much look forward to receiving your application.

Start: Immediately

This freelance position is for 40 hours per month initially. We expect the project to last for 18 to 24 months.

Application deadline: 27.03.2022

Please send your written application complete with references and information about your fee/rate to hr@arolsen-archives.org. We only accept applications in PDF format.

If you have queries of any kind, please contact Charlotte Grossmann at charlotte.grossmann@arolsen-archives.org

Data protection notice:
By submitting your application, you agree to your personal data being collected and stored for the purposes of the application process and, if applicable, the recruitment process. We treat this data with the utmost care in accordance with the legal provisions on data protection.