

# DAR is hiring

DAR is looking for a Talent and Project Coordinator. As a Talent and Project Coordinator you will closely work with our amazing roster of artists, ensuring they thrive in the best way possible. In this role you'll also produce and assist in our international cultural projects and programs.

We seek a project and artist manager with exceptional organization, communication, and commercial skills. The ideal candidate is good at executing the strategy of each artist for their practice, which DAR develops with them, staying true to the artist's origin, vision, and creativity.

Parallel to artist management you'll also work on cultural projects and programs created by DAR in collaboration with museums, brands, and artists. Part of this role is being able to oversee these multifaceted, international projects and ensuring they happen with a high-quality creative outcome. In all aspects you'll be working closely with the founder of DAR.

## About DAR

DAR is a Rotterdam-based cultural agency and platform representing some of the finest (emerging) contemporary talents in art, design, and architecture. Founded as a way to provide room for creative growth, DAR is involved in cultural programming, curation, and collaborations between talents, museums, brands, and communities. Across all of these efforts, DAR is a solid home, harboring talent and creativity.

We bring new streams and dreams to the art world and beyond, with an eye for non-Western knowledge and perspectives. We have an *Unstitutional* way of working, aiming for long-term relationships. The Talent and Project Coordinator will play a pivotal role in developing and maintaining these relationships, as well as our growing organization and the impact we make.

## Responsibilities

- Managing artists' schedules and opportunities
- Representing artists towards clients, funds, brands, and museums
- Invoicing clients
- Creating presskits and keeping up with artists' developments
- Managing DAR's communication channels
- Creating and preparing presentations
- Assisting in projects by managing budgets, planning, writing, and production
- Producing events

## Requirements

- Producing events
- Excellent organizational, operational, and communication skills
- Getting things done-mentality
- Accurate, fast, and flexible
- Able to create budget plans and manage them
- Experienced in the production of projects and events

- Support and service-minded
- Commercial skills and mind, while keeping creativity leading
- Affinity with art and design
- Interculturally sensitive
- Able to work in an informal office surrounding
- Fluent in Dutch and English, French is a plus

## We Offer

- A versatile job with space to grow and develop your talents
- Being part of a fresh initiative and change in the arts and culture world
- Room to contribute to the social impact of art and design
- Work with an international scope, locally connected
- A workspace in a lively neighborhood in Rotterdam
- Initial 1-year contract for four days per week
- A monthly salary of between € 2100 and € 2800 (fulltime gross salary, 40 hour work week) depending on experience and background.

If you're interested, then please answer the questions stated below to express your motivation for joining DAR. You can support it by a personal video message, portfolio or any other documentation you find important. We encourage everyone, regardless of gender, race, religion, ethnicity, educational or professional background, to apply.

We look forward to receiving your application via [work@dar.nu](mailto:work@dar.nu) before 12 February. The first round of interviews will be in the week of 19 February.

## Questions

Please express your motivation by answering the following four questions:

- What attracts you most in working at DAR?
- DAR is about new streams and dreams in art. What's your vision on this?
- Give us an example of how you managed to get the best result in a project. What made you proud?
- What do you bring and what do you expect?

Also share with us the following information:

- Name (first and lastname)
- Date of birth
- Address
- Email
- Phone number
- Gender
- Current position or occupation
- When are you able to start at DAR
- Social media links

Please send your application to [work@dar.nu](mailto:work@dar.nu) before 12 February 2023. Feel free to send a videomessage, portfolio, CV or any other documentation you find important to support your motivation.