PROJECT MANAGER
JOB DESCRIPTION

Working hours: 09:00 - 18:00
4 days a week

Responsibilities:
➔ Develop relationships with partner organisations who can support with recruiting young people
➔ Manage relationships with our learning partners
➔ Deliver workshops with students of all ages
➔ Oversee and deliver all logistical set up for our projects
➔ Increase the amount of Makerversity members who are involved in our learning programme
➔ Build our profile and credibility in the Dutch maker education scene
➔ Work with the Learning Advisor and London Project Manager to share work and shape the future of MV learning projects across all sites

Key tasks:
➔ Brief writing
➔ Budget scoping and tracking
➔ Setting and maintaining timelines
➔ Putting together presentations
➔ Client liaison
➔ Documenting and archiving projects
➔ Updating and maintaining external presentation of projects on website & social
➔ Sourcing new relevant opportunities
➔ Experience in delivering making workshops
➔ Experience in design for prototype / manufacture
Ideal applicants would have the following experience and skill set:

→ Comfortable working in a fast moving, startup environment
→ Experienced creative learning facilitator
→ Experience of managing projects and programmes with multiple partners
→ Experience of working with youth organisations and/or young people in the Netherlands and/or in education
→ Enjoy working with students of all ages
→ A doer - practical, flexible, able to get stuff done.
→ Excellent organisational and communications skills
→ Basic knowledge of Photoshop, Illustrator and InDesign, Powerpoint and Keynote.
→ Good people skills; positive, honest and creates confidence in others.
→ Articulate and literate; able to present with ease.
→ Collaborative with individuals at all levels: CEO to intern.
→ An understanding and interest in the maker world, tech and innovations is a bonus but not a necessity.
→ Fluent in both English and Dutch

What we offer you:

25k - 30k dependent on experience
Makerversity membership with access to all tools and machines for own projects

Application deadline:

Thursday 4th August, by 17.00

Please send a copy of your CV, a covering letter and an outline of an educational workshop that you would like to run for 20 youngsters at Makerversity given a maximum budget of €5,000.

All documents to be emailed to hallo@makerversity.org
Please include ‘Project Manager’ in the subject and detail availability to start work.

We plan to hold interviews week commencing 7th August.