



Job role: Museum Experience Producer

(32-40 hours per week / freelance also a possibility)

The Nxt Museum is the first fully dedicated New Media Art Museum in The Netherlands. An immersive, multi-sensory, fine art destination that fuses art and technology to challenge assumptions, open minds and connect with what is Nxt.

We are passionate about art, technology, music, science and innovation and are on a mission to push the boundaries of what a museum can be.

The Role:

The Museum Experience Producer will organise, plan and deliver projects and events from concept to completion in line with Nxt Museum's long-term vision, mission and brand values. You will produce and run small- and large-scale productions, events and/or museum spaces for a significant number of daily visitors on time, on budget and to the highest quality. The Museum Experience Producer will oversee all production and technical aspects from managing staff and vendors to testing equipment.

As part of the Operations team, the Museum Experience Producer will support the day-to-day management of the Experience team and the location itself. Together with the Sales & Partnership Manager and/or other Producers you will help to drive B2B events and sales. You are a dynamic and enthusiastic person, passionate about creating memorable experiences. You are highly organized and independent with an entrepreneurial mindset. Responsibilities include: budgeting, sales pipeline, set building and event production, as well as ongoing optimisation of the visitor experience and operational practices.

Key responsibilities:

- Event production: Oversee operations, managing staff and vendors and coordinating technical and production tasks.
- Managing sales pipeline together with the Sales & Partnerships Manager.
- Location management: Perform site inspections in order to ensure high standards and maintain functionality of the space.
- Project management: Ensure all projects and events are delivered on time, within budget and to the highest standards.
- Support the development of training and coaching programs for the Museum Experience staff in accordance with HR, Curation, Marketing, and Operations.
- Liaise with Operations, Marketing and Creative to help create and maintain a truly unique visitor experience of the highest standards across all daily activities and events (i.e. capturing data & feedback).

Experience & Profile:

You have experience in managing daily operations within the museum/event industry (or alike). You have proven to be a dynamic and experienced people manager, capable of developing and inspiring customer facing and service minded staff and/or volunteers. You thrive in creative environments and work well with teams of creative and technical talents.

- 1+ year of experience in a similar role.
- Exceptional interpersonal skills and ability to work flexibly across teams to maintain and build relationships at all levels.
- Fluent in English and preferable in Dutch too
- Exceptional organizational skills.
- A natural people person, confident and at ease interacting with all levels. An absolute team player.
- Independent, quick thinker & solution driven, service minded and positive.
- Flexible (in mindset, work methods, about tasks and working hours).
- Willing to work weekends.
- Demonstrated energy, drive, determination and persistence. A hands-on attitude with the ability to multi-task.
- Curious, open minded and inclusive with a global and forward looking mindset.
- Passionate about art, culture and technology.
- Passion to educate and inspire.
- Comfortable with technology.
- Entrepreneurial mindset.

What do we offer?

- Flexible contract
- A competitive salary and an employee benefits package.
- The possibility of partly working from home.
- The possibility to express your own personality and style in a multicultural and fast-paced work environment.
- An inspiring team, with a creative and entrepreneurial mindset.

Your Application:

At Nxt we celebrate different mindsets, personalities and approaches. Therefore you should apply to this role in any way you wish – all we ask you is to include your CV and short motivation.

Deadline for applications: 22nd September 2021.

Please send your application to careers@nxtmuseum.com.