

**5 Dutch Days 5 Boroughs:  
Dutch Arts and Culture Past and Present  
seeks**

**Part-Time Administrator**

**Applications will be reviewed as they are received  
we encourage applicants to send in their resumes as  
soon as possible, no applications will be reviewed after July 15.**

*Project Overview:*

5 Dutch Days 5 Boroughs celebrates the continuous influence of Dutch arts and culture in New York City -- from the City's enterprising, multicultural origins as a Dutch colony to the pivotal role of contemporary Dutch artists and designers in today's international cultural scene. The event is anchored by Dutch-American Heritage Day, which is celebrated annually on November 16. The 2008 event dates are November 12-16.

This project brings together arts and cultural organizations from across the City, including museums, galleries, historic sites, preservation groups, and professional organizations, and Dutch-centered professional, genealogical, and business groups. And last year, contemporary Dutch artists participated in the event, connecting their work to several of historic sites in NYC.

The five day-long event promotes public programs and activities presented by the organizations themselves. To this end, the 5 Dutch Days Organizers:

- Produce and disseminate a brochure,
- Maintain a website with the calendar of events and information on past events and how to participate, and
- Organize an opening ceremony to kick-off the five-day program.

5 Dutch Days 5 Boroughs has, in three years, developed a following of both regular participants and friends that anticipate the yearly event. The goal over the next three years is to build the sustainability of the program, work to better integrate contemporary Dutch arts and culture at the sites, encourage more participants and increasing public awareness of the program.

The 5 Dutch Days Organizers are:

Susan De Vries, Director, Dyckman Farmhouse Museum

Felicia Mayro, Director, St. Mark's Historic Landmark Fund

Sean Sawyer, Administrator, Department of History, Columbia University

*Position Description:*

This is a grant funded position with the possibility of renewal through December 2010. Organizers seek a part-time Administrator to begin immediately and work through the next three years to ensure the growth and sustainability of the project. The Administrator will be critical to the growth of the organization over the next three years. The Administrator will report to all three organizers, and assist with all phases of coordinating the event.

Specific responsibilities will include, but not be limited to:

- Establishing and staffing office, phone and email headquartered at the Neighborhood Preservation

Center (232 East 11<sup>th</sup> Street, NY, NY 10003) on hours to be determined in consultation with the organizers.

- Exploring organizational and governance issues and develop alternative proposals for the long-term sustainability and growth of 5 Dutch Days 5 Boroughs.
- Serving as point person with all participating organizations before, during and immediately after the November event: coordinating organizational meetings, circulating regular email reminders, working with individual organizations regarding brochure or website information and/or questions regarding the marketing and outreach; and gather images and collect surveys after the event
- Coordinating and administering fundraising efforts, including drafting of budgets and proposals, preparation of submissions, follow-up with potential funders, and acknowledgments of contributions.
- Coordinating public relations efforts: draft and circulate press releases, follow-up and press kit distribution, as well as update and maintain website (training provided).
- Coordinating the production and distribution of the brochure.
- Completing other clerical work associated with the five-day event, including basic correspondence, data entry, etc.
- Maintaining regular contact with the organizers, including coordination of regular meetings.

*Requirements:*

Minimum B.F.A. or B.A. in area related to the project.,.

Self-motivated and able to work independently.

Strong organizational skills and careful attention to detail.

The ability to speak and write effectively and articulately. Dutch fluency ideal, but not required.

General knowledge of computer systems and uses. Excel and Word are essential, Contribute is useful.

Familiarity and experience with museums, nonprofit cultural organizations or the design world.  
(Preferred, but not required)

Resumes accepted via mail or email, please send to:

5 Dutch Days 5 Boroughs  
c/o Neighborhood Preservation Center  
232 East 11<sup>th</sup> Street, NY, NY 10003  
info@5dutchdaysnyc.org  
**No Phone Calls Please**