

**Hogeschool
der Kunsten
Den Haag**

**University
of the Arts
The Hague**

**Koninklijk
Conservatorium
Royal Conservatoire**

**Koninklijke Academie
van Beeldende Kunsten
Royal Academy of Art**

The KC Dance Department of the Royal Conservatoire's is looking for a

Coordinator KC Dance (1,0 FTE)

Vacancy number: 25-059

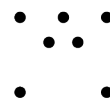
What are you going to do?

In your role as the coordinator of the KC Dance Department you are an important link between the Head, teachers, staff and students of the KC Dance department. You are also in good contact with coordinators and colleagues from other departments of the conservatoire. As part of this position, you:

- Are part of the KC Dance team and give practical and organizational support to the Head of KC Dance;
- Assist in the setting up of the educational planning and manage general administration;
- Are point of contact regarding the coordination of general practical and logistical enquiries from students and staff, in consultation with your Head;
- Support the planning, organisation and implementation of educational programmes, open days, exams, performances, recruitment activities, etc., in collaboration with the KC Dance coordinator planning & projects, as well as KC support services;
- Provide substantial contributions and evaluations for the benefit of an optimal organisation, set-up, design and implementation of the KC Dance Departments education programme;
- Support the department in proposing solutions for potential bottlenecks;
- Take responsibility for communication and information provision, in collaboration with the Marketing and Communication department, about the education and activities of the department, as well as the Study Guide and the Curriculum Handbook in consultation with the Head;
- Key player for the administrative processes and planning of the KC Dance Department's education – both primary, secondary and higher education – using the available systems, keeping an overview and monitoring the study progress of students;
- Protocol meetings and (student)panels of the department;
- Are one of the point of contact for teachers, students, parents, and other educational and support departments for various organisational and practical matters;
- Maintain internal and external mailing lists.

Your profile

- You have completed a higher vocational education in the field of dance or another art, culture or related education;
- You have organisational talent and excellent communication, accurate administrative and digital skills;
- You work independently and with integrity, take initiative and dare to propose choices. You are also a friendly interlocutor who works with integrity and, where necessary, give signals to the Head of department or other important stakeholders in a timely manner;
- You have excellent communication skills in Dutch (preferably native speaker) and English, both oral and written;
- You have experience working in an education department, preferably Dance and/or (higher) arts education;
- You seek synergies with the other departments of KC, both artistic and supporting services;
- You are most of all a team player.



What do we offer?

A versatile function in a small team with room for your own input and opportunities to continue to develop yourself. The position is valued within scale 10 of the collective agreement for higher professional education, with a maximum of gross per month for a full working week. The amount of your salary depends on your education and work experience.

This is a structural position, starting with an annual contract. The collective agreement for higher professional education has a generous leave scheme, 8% holiday allowance and 8.3% end-of-year bonus. You can also participate in health insurance and/or disability insurance under favourable conditions.

Our organisation

The Royal Conservatoire, together with the Royal Academy of Art, forms the University of the Arts The Hague. We offer HBO bachelor and master education, various preparatory courses, and in collaboration with Leiden University electives and a PhD programme. Studying at the Royal Conservatoire (KC) means studying at the oldest conservatory in the Netherlands, where experiment and innovation go hand in hand with tradition and craft. An inspiring learning environment where top international musicians and top dancers teach. Our education and research is about creating, recreating and presenting. This takes place at home and abroad, in close cooperation with other organisations, institutions and colleagues both locally and internationally. Our study programmes are based on a powerful triad of education, research and production; these elements form the DNA of our institute. Our learning environment and the music and dance professions are increasingly becoming intertwined. In early 2022, the Royal Conservatoire moved to its glorious new home called 'Amare' in the city centre of The Hague, where it shares facilities with the Residentie Orkest and Nederlands Dans Theater. Since 2024, the Hogeschool has been part of the European Universities Alliance IN.TUNE - Innovative Universities in Music & Arts in Europe (www.intune-alliance.eu).

Since 1956, KC Dance has developed expertise in training dancers of the future in an inspiring and stimulating learning environment. Great care is taken to discover, guide and train dance talent. KC Dance offers dance talent the unique opportunity to combine dance training under one roof with regular education from primary school (group 7/8) to the Bachelor phase, and trains them to become professional performing dancers who master both classical dance technique and modern dance techniques.

Information and application

For more information about the position, please contact Jan Linkens, Head of KC Dance via j.linkens@koncon.nl. We would like to receive applications, accompanied by a curriculum vitae and motivation letter no later than 30th of November 2025 via werving@hdkdenhaag.nl mentioning the vacancy number: 25-059.

This vacancy is posted internally and externally at the same time. In the event of equal suitability, internal candidates will have priority for placement in this position.

Within the University of the Arts, we work on a community based on diversity and inclusion. We want the uniqueness of each individual to be recognized and welcomed within our school. We therefore cordially invite you to apply and are curious about who you are.