



**Hogeschool
der Kunsten
Den Haag**

**University
of the Arts
The Hague**

**Koninklijk
Conservatorium
Royal Conservatoire**

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



**Co-funded by
the European Union**

The University of Arts The Hague is a partner in the European Universities Alliance IN.TUNE and looking for a

Institutional & Administrative Alliance Manager (1 FTE)

Vacancy number: 26-024

What are you going to do?

In your role as the **Institutional Alliance Manager** (0.8 FTE), you are a vital link between the European-level alliance management, and the colleagues and the departments involved in the activities in the alliance at both conservatoire level and the University of Arts The Hague more broadly. Your responsibilities will be:

- Coordinate and support the activities of the alliance in the University of Arts The Hague;
- Manage internal communication with various stakeholders (students, teachers, researchers, management, administration, IT services, etc.) within the institution regarding all alliance activities;
- Overall and financial reporting to the co-Secretaries General;
- Give support to and report on the work package that the University of Arts The Hague is responsible for;
- Follow up meetings in your designated work package and contribute to working on actions, planning, reporting and content development, all in pro-active collaboration with the Work Package Chair;
- Give support to and report on the activities in the University of Arts The Hague for the other work packages in cooperation with the other Institutional Alliance Managers and the co-Secretaries General;
- Keep contact with relevant associate partners and support their participation in the activities of the alliance;
- Take part in the Alliance Management Team, together with the other Alliance Administrative Manager and the co-Secretaries General, and contribute to the efficient overall management of the alliance;
- Providing practical support to the organisation of events in the various work packages, in close collaboration with the Alliance Management Team and the relevant Work Package Committees.

In your role as an **Administrative Alliance Manager** (0.2 FTE), you will join the Central Alliance Management Team. This team consists of two co-Secretaries General and two Alliance Administrative Managers. Your responsibilities will be:

- Reporting to and supporting the co-Secretaries General, and working closely together with the other Administrative Alliance Manager;
- Contributing to the efficient coordination and management of the alliance (including finances, communication, general planning, reporting and personnel management);
- Ensuring the professional organisation of regular meetings in the alliance and working closely with colleagues in the preparation of key materials (agendas, minutes, papers) for meetings requiring this. All in conjunction with the Work Package Chairs and the Alliance Management Team;
- Keeping close contact with the Institutional Alliance Managers in all partner institutions and the Alliance Financial Administrator in the coordinating institution;
- Supporting the ongoing development and timely implementation of deliverables;

- Providing practical support to the organisation of events in close collaboration with the Institutional Alliance Managers and Work Package Committees;
- Assume other administrative duties within the alliance.

Your profile

- Minimum 2-year experience in the field of office coordination and/or (complex) project coordination;
- Excellent level of written and spoken English (C1). Other language proficiency (especially French, Spanish or German) is considered an asset;
- Good knowledge of Higher Music and Arts Education in Europe and the European Universities Initiative;
- Excellent organisational and communication skills;
- Strong team working skills with a willingness to contribute and a readiness to assist others;
- Capable of multitasking, working independently and working capable of working under time pressure;
- Strong office IT skills (MS Office with special focus on Excel, Word and Teams). Experience with other IT-tools are considered an asset.
- Good intercultural skills and understanding;
- Willingness to travel and work irregular hours.

What do we offer?

A versatile function in a small international team with plenty of room for your own input and plenty of 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 € 5.699,76 gross per month based on fulltime. The level of your salary depends on your education and work experience. 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.

This position is expected to start on 1 September and offers a contract until 31 December 2027, the end of the contractual period of the current EU project grant for the alliance. In the case the alliance would receive funding for a continuation after 2027, the position may be extended for the period for which the alliance will receive funding from the EU.

About IN.TUNE

These positions are taking place in the context of the European University Alliance **IN.TUNE – Innovative Universities in Music & Arts in Europe** (see: www.intune-alliance.eu). IN.TUNE has joined 65 existing alliances in the context of the European University Initiative of the EU as the only alliance in the field of music and arts. The IN.TUNE partners are the University of the Arts The Hague, Norwegian Academy of Music Oslo, Conservatoire de Paris, University of Music and Performing Arts Vienna, Escola Superior de Música de Catalunya Barcelona, Uniarts Helsinki, National University for Music Bucharest and University of Arts Belgrade. The institutions strive to deepen their cooperation to bring about institutional transformation and the enhancement of their quality, performance, attractiveness and international competitiveness. The institutions forming IN.TUNE have committed to the development of a joint long-term strategy with a strong artistic dimension for high-quality education, research, innovation and service to society.

The design of the cooperation within IN.TUNE is based on the creation of frameworks, methodologies and policies, each containing specific activities and deliverables, and developed to support long-term sustainability. The activities are set up around four main thematic areas: Joint Education Provision & Mobility, Research & Innovation, Societal Engagement and Alliance Governance & Cooperation. These areas are being addressed in eight work packages, with each institution being a lead partner for one work package but also collaborating in all others, so that expertise, commitment and workload are shared. Main outcomes will be frameworks for mobility, for cooperation in research and innovation, and joint policies for societal engagement. Involvement of various institutional stakeholders is guaranteed through a wide range of activities and a transparent governance structure involving students, academics, and management and support staff. A group of 19 associate partners will assist IN.TUNE with expertise in the area of research and societal engagement and provide platforms for the wide dissemination of results.

Information and application

For more information about the position, please contact Martin Prchal, vice-principal Royal Conservatoire and co-Secretary General IN.TUNE alliance: m.prchal@koncon.nl
We would like to receive applications, with a cv and motivation letter **no later than May 25, 2026** via: werving@hdkdenhaag.nl mentioning vacancy number: 26-024. Interviews will be held in the week of 8 June.

Candidates need to have a work permit for the Netherlands. This vacancy is advertised both internally and externally simultaneously. In the event of equal suitability, internal candidates will be given priority for this position. We do not appreciate unsolicited applications in response to this vacancy; however, sharing the vacancy is, of course, welcome.

Within the University of the Arts and the IN.TUNE alliance, 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.