

WE ARE HIRING

JOIN OUR TEAM

PROJECT MANAGER & EXECUTIVE ASSISTANT (32H)

The Children's Museum Curaçao is looking for a hands-on Executive Assistant & Project Manager to support our Executive Director and help bring inspiring ideas come to life.

Are you an organizer with a passion for education, children and events? Join a creative environment where play and imagination lead the way.

You will support projects and planning while coordinating educational programs and public events — from holiday activities to themed days like Halloween, Sinterklaas and Easter — helping create unforgettable experiences for children and families.

WHAT YOU WILL DO:



- Support the Executive Director with project planning, budgets and reporting
- Coordinate educational and thematic programming within the museum
- Organize and manage public activities and events (holiday programs, themed events, etc.)
- Coordinate marketing activities and help create communication materials (Canva is a plus)
- Prepare project plans, schedules, budgets and communication briefings
- Handle light administrative tasks related to projects and operations
- Coordinate small project teams such as interns or temporary staff
- Maintain external communication with partners, artists, media and sponsors

WHO ARE YOU?

- You are highly organized and enjoy working on a variety of projects
- You have an affinity with children and education
- You have experience working in a project-based environment (culture, education or events is a plus)
- You are creative and enjoy contributing ideas as well as executing them
- You communicate confidently in Dutch and Papiamentu
- You are independent and proactive, but also a strong team player
- You pay attention to detail while keeping the bigger picture in mind

WHAT WE OFFER

- A dynamic workplace where play, learning and social impact come together
- The opportunity to lead projects and organize meaningful events
- A warm and committed team
- A place where your ideas and creativity can truly make a difference

Want to apply? Send your CV and motivation letter to director@childrensmuseumcuracao.org attn. Rohani de Pont.

Application deadline: March 25