

Internship daily operations - Suriname Museum

Amsterdam

### **About the Suriname Museum**

The Suriname Museum is a young foundation in which a small and dedicated team works on the further development of the organization. The museum centers on the story of Suriname: its history, culture and the shared histories of Suriname and the Netherlands. From the Hugo Olijfveldhuis in Amsterdam, the museum organizes exhibitions, educational programs and public activities for a broad audience. The organization works closely with volunteers, partners and educational institutions. The team is characterized by short lines of communication, individual responsibility and room for initiative. Interns function as full members of the team and contribute to both daily operations and new projects and events.

### **Internship Description**

The Suriname Museum offers an internship within a cultural organization where operational involvement and project-based work come together. You will gain hands-on experience while also contributing to analytical and strategic assignments.

Responsibilities

- Participate in daily operational activities
- Welcome and assist visitors
- Support the preparation and organization of public events
- Assist with internal coordination and organizational tasks
- Conduct small-scale research projects (visitor insights, outreach, audience development)
- Contribute to marketing, partnerships or tourism-related initiatives

### **Guidance**

Interns are supervised by a fixed contact person within the team. There is a weekly meeting to discuss progress, learning goals and tasks. Due to the short lines of communication within the organization, there is daily space for questions and coordination. In this way, we combine independence with focused guidance and clear expectations.

Requirements: Fluency in both Dutch and English is mandatory.