



Request for candidates:

KWARTIERMAKER/QUARTERMASTER DCDHN

(Consultant for the establishment of the Dutch Caribbean Digital Heritage Network)

Assignment Description

Efforts are underway to establish a **Dutch Caribbean Digital Heritage Network (DCDHN)**, a collaborative organization dedicated to supporting cultural heritage institutions across Aruba, Bonaire, Curaçao, Sint Maarten, Saba and Sint Eustatius. The initiative for the formation of this network started during the first Dutch Caribbean Digital Heritage Week, held in Aruba on 8-12 April, 2024. The network will focus on fostering partnerships in the digitization, preservation, and accessibility of cultural heritage throughout the region.

The **DCDHN** will empower Dutch Caribbean heritage institutions and professionals by building capacity, developing infrastructure, and facilitating knowledge sharing. To ensure balanced governance, the network organization will feature representatives from all six islands, guaranteeing equal contributions from each. To lay the groundwork for this initiative, we are seeking a **quartermaster (consultant)** to guide the network's establishment and operational framework.

Candidate Profile

The ideal candidate will possess the following qualifications and skills:

1. Professional Expertise

- Investigative skills to assess existing initiatives, needs, and priorities across the region.
- Knowledge of and connections within the (Dutch) Caribbean heritage field or community.
- Understanding of organizational processes, including the ability to establish networks or organizations.
- Familiarity with legal aspects related to organizational setup (e.g., bylaws, governance frameworks).

2. Digital Heritage and Technical Knowledge

- A solid grasp of core heritage concepts, such as those outlined in the NDE Network Strategy Document¹.
- (Some) knowledge of heritage digitization processes (level of expertise to be determined).

3. Time and Availability

- The capacity and flexibility to undertake **consultancy projects** within the agreed timeframe (see below), including travel to the six islands.

4. Language Requirements

- Proficiency in **English** is required.
- Knowledge of **Dutch** and **Papiamentu/Papiamento** is preferred and may be advantageous for stakeholder engagement across the region.

Assignment Scope

The quartermaster will lead the drafting of the DCDHN's vision, governance structure, and operational framework. This includes mapping connections among stakeholders, designing a strategic plan, and ensuring the readiness of the DCDHN for implementation.

The quartermaster will report to the “kernteam” (see below).

Deliverables

The quartermaster will be responsible for delivering:

1. Proposed Organizational and Governing Framework

- A detailed governance structure, including (if needed) legal components such as bylaws, terms, board structure, (permanent) funding opportunities and (depending on the chosen structure) personnel needs.
- Internal organizational framework, addressing any potential subdivisions, groups, or areas of interest.

2. Relationships and Membership

- A strategy outlining the DCDHN's relationship with cultural heritage institutions, government bodies, NGOs, sub-regional and international organizations, and related Dutch-Caribbean and Kingdom entities.
- A proposed membership structure, including criteria and processes for joining.
- Recommendations on whether the DCDHN should become a member of international or regional networks, alliances, or professional organizations.

3. Mapping Stakeholders and Priorities

- A comprehensive list of (potential) member institutions with contact information.

¹ <https://netwerkdigitaalergoed.nl/nationale-strategie/>

- An overview of needs, desires, threats, priorities, and actionable goals (short-, mid-, and long-term) per island and for the region as a whole.

4. **Action Plan**

- A clear roadmap outlining steps to implement the network, including timelines and milestones.

5. **Legal Documents** (Optional, dependent on the chosen organizational format):

- Documents such as a **notarial deed** (oprichtingsakte) and statutes, if applicable.

Timeframe

February-May 2025 (4 months)

More information:

For candidates: please send a short resume and motivation letter **before January 6, 2025** to the e-mail address: dutchcaribbeandigitalheritage@gmail.com

For questions or general inquiries please contact any of the “kernteam” members² directly, or use the e-mail address of the kernteam: dutchcaribbeandigitalheritage@gmail.com

² The kernteam consists of representatives from all six islands in the Dutch Caribbean:
St. Maarten: Amaris Richardson; Saba: Sharifa Balfour; St. Eustatius: Raimie Richardson; Aruba:
Raymond Hernandez, Peter Scholing; Bonaire: Geert Stroo; Curacao: Lianne Leonora, Dimitri Cloose.