

Events Coordinator / Chargé(e) Événementiel

Job Description

Position: Events Coordinator

Reports to: Head of Culture

Supervisee(s): N/A

Liaises with: Heads of Departments

Purpose of the position:

Under the supervision of the Head of Culture, the Events Coordinator will be responsible for the planning and smooth running of events, as well as coordinating events (mainly during evenings and weekends) when needed.

Main Responsibilities:

Events Coordination:

- Support the Head of Culture in the selection of artists for cultural programming
- Contact artists and producers that Alliance Française may want to bring on board outside Ghana
- Respond to all artists' proposals
- Assist the Head of Culture in co-ordinating local events and tours (booking accommodation, transportation, etc.)
- Assist during events (Mainly evenings and weekends)
- Assist with the setting up of art displays at the exhibition hall
- Help promote upcoming programs during events
- Be the point of contact for general queries related to the department (cultural facilities, events, proposals, policies and contracts etc.)

Team Administration:

- Take minutes of various team and coordination meetings
- Write events reports and regularly update the budget
- Deal with any other administrative duties in the cultural office

Education and Experience:

- BA in French Language/ Event Management/ Communication
- Experience in organizing events
- Knowledge of French language highly appreciated

Key Competencies:

- Availability during evenings and week ends
- Ability to work in a multicultural environment
- Knowledge of the Ghanaian cultural sector
- Excellent coordination and events management skills
- Good negotiation skills
- Flexible, reliable and able to work within deadlines
- Good command of MS Office Suite and Internet
- Fluency in social media a plus
- Ability to network and build partnerships with artists, sponsors, organizers

How to apply:

Send your CV and cover letter to events@afaccra.org before Friday 18th December 2015. Interviews will be held beginning of January 2016 for a possible starting date late January 2016.