



Events Assistant – Cultural Department

National Service - Job Description

Position: Events Assistant, Cultural Department
Reports to: Events coordinator and Deputy Director
Liaises with: other members of the Cultural Department and other Departments of Alliance Française in the organization of collaborative programmes.

Purpose of the position:

Under the supervision of the Events coordinator, the Assistant will be responsible for administrative tasks.

Main Responsibilities:

Organise all the administrative documents and update regularly the budget.

Key Competencies:

- Good communication skills
- Dynamic, ready to learn
- Interest for the arts, Ghanaian cultural scene, francophone cultures
- Flexible, reliable and able to work within deadlines
- Good command of MS Office Suite.

Detailed tasks:

- Create the bimonthly budget
- Update the general budget
- prepare events budget
- planning of events
- Manage the support staff: backstage, gate and assistant
- Write contracts
- Contact artists for info related to contracts and cultural brochure
- Prepare the cultural brochure
- Write money requests
- Manage ticket sales for events
- Write reports after events
- Liaise with the reception for the moneys after shows

Education and Experience:

- BA (Administration, Performing Arts Management)
- At least 1 year of experience in organizing up events

National Service conditions: 350ghc compensation + 100ghc transport allowance + transport allowance during events + **Free French Lessons available**

Mode of application: Send your CV and application letter to events@afaccra.com before the 19th April, 2015.

Website: www.afaccra.com