



Events Assistant – Cultural Department

National Service - Job Description

Position: Events Assistant, Cultural Department
Reports to: Head of Department and 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 Head of Culture and 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.
- Good with numbers

Detailed tasks:

- Update the summary contract
- Update the ticketing document
- Help with the planning of events
- Manage the support staff: backstage, gate and assistant
- Write contracts
- Contact artists for info related to contracts and cultural brochure
- Write money requests
- Make sure we have tickets and change 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: 560ghc allowance + **Free French Lessons available**

Mode of application: Send your CV and application letter to events2@afaccra.org before the 19th March, 2018.

Website: www.afaccra.org