

Technical Assistant

National Service - Job Description

Position: Technical Assistant

Reports to: Stage Manager

Supervisee(s): N/A

Liaises with: Head of Culture, Events Coordinator, Lights engineer, Sound engineer, Facilities Manager

Purpose of the position:

Under the supervision of the Stage Manager, the Technical Assistant will be assisting all technical aspects of events taking place at Alliance Française Accra.

Main Responsibilities:

Technical assistance

- Maintenance of sound and light equipment
- Technical assistance during the cultural events
- Assistance in setting up the exhibition hall for visual art exhibitions, film screenings and other activities
- Attend production meetings with artists or producers prior to the show

Stage management

- Assist the set up the stage for shows
- Take part in sound checks and rehearsals before the show
- Uninstall and pack equipment after the show

Education and Experience:

- BA Theatre Arts / Performing Arts or equivalent
- At least 1 year of experience in setting up events

Key Competencies:

- Excellent coordination and events management skills
- Organized, detailed and disciplined
- Flexible, reliable and able to work within deadlines
- Ability to use initiative and to multi-task

National Service conditions: 560ghc allowance + **Free French Lessons available**

Mode of application: Send your CV and application letter to events2@afaccra.org before the 17th March, 2017.

Website: www.afaccra.org