

JOB Vacancy Event Coordinator

Position: Event Coordinator

Reports to: Head of Culture

Liases with: Other department especially Communication and Account

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 coordinating meetings
- Write events reports and regularly update the budget
- Deal with any other administrative duties in the cultural office

Education and Experience:

B.A in French language/Event Management/Communication

Experience in organizing events.

Key Competencies:

Available during evenings and week ends

Ability to work in a multicultural environment

Knowledge in 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

Ability to handle social media

Ability to network and build partnerships with artists, sponsors, organizers

Salary:

The proposed salary is range from 1100ghc to 1300ghc in addition work during the weekends are treated as overtime.

How to Apply:

Send your CV and cover letter to assist-sg@afaccra.org or events@afaccra.org before Friday 14th December. 2018.