

## **Events Coordinator – Cultural Department**

### **National Service - Job Description**

**Position:** Events Coordinator, 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, the Coordinator will be responsible for administrative tasks and 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.
- Liaise with the communication department to ensure the bi-monthly cultural brochure/accompanying posters and creatives are ready and printed on time.
- Manage our social media pages
- Assist with the translation of events in the Cultural brochure from English to French.
- Contact artists and producers that Alliance Française may want to bring on board outside Ghana
- Respond to artists' proposals
- Assist the Head of Culture in coordinating local events and tours (booking accommodation, transportation, etc.)
- Assist during events (Mainly evenings and weekends) and write reports after events
- Assist with the setting up of art displays at the seminar 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/Performing Arts
- Experience in organizing events
- Knowledge of French language highly appreciated

### **Key Competencies:**

- Availability during evenings and weekends
- 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

National Service conditions: GHC 559.04 allowance + Free French Lessons available

Mode of application: Send your CV and application letter to [events2@afaccra.com](mailto:events2@afaccra.com) before the 20th March, 2020.

Website: [www.afaccra.org](http://www.afaccra.org)