

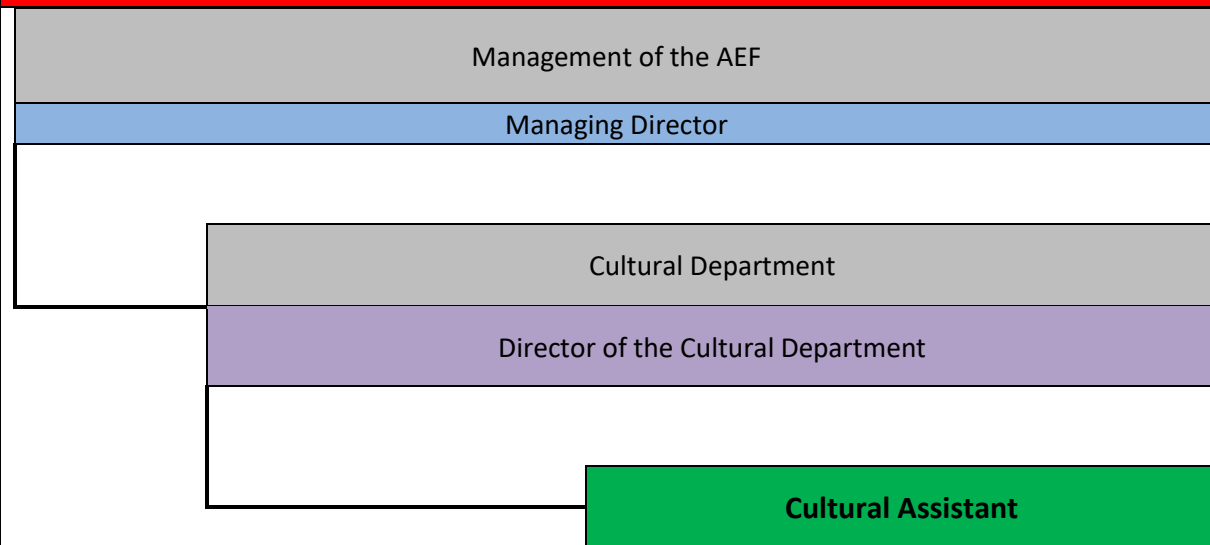
Job Profile

Title	<i>Cultural assistant</i>
Line Manager	<i>Director of the AEF / Cultural Manager</i>
Type of contract	<i>Long term contract after a probationary period</i>
Duty station	Alliance Ethio-Française in Addis-Abeba
Starting date	As soon as possible

Job description :

Under the authority of the Cultural Manager and the AEF Director, he / she implements internal or external cultural event and or projects, targeting a variety of audiences in line with the general strategy of the Institution. In addition, he / she must organize the set-up and smooth running of all the events that will take place.

Position within the organization :



Mission :

- Organize AEF events in collaboration with the cultural Manager as well as with the Technical team (exhibitions - bazaars - inaugurations - concerts - trade fairs - conferences - restaurant activities)
- Communicate events to the Communication department in order to update social networks (Website - Facebook - Instagram - Apolearn LMS platform)
- Maintain and develop a close relation with the sponsors and partners of the AEF
- Follow up with artists/partners needs and implement those needs (Rider execution...)
- Keep a repertoire of all artists/partners that collaborates with AEF
- Update events calendar and communicate it to the Technical team

- Draft collaboration contracts in accordance with the Cultural Manager
- Report and keep record of all events (number of participants, social media interactions, communication methods...)
- Liaise events information with the AEFs' restaurant so that they can be prepared to host the visitors

Qualification/Education/Experience :

Qualifications

- *Diploma in the field of cultural event management or any related fields*

Experience

- A 3-year experience would be appreciated

General and theoretical or disciplinary know-how

- o Mastery of IT tools
- o General knowledge of information and communication sciences
- o Knowledge of the professional environment
- o Knowledge on the environment of cultural institutions
- o Sense of pedagogy
- o Know the institution's missions and priorities

Operational know-how

- o Synthesize and write messages in accessible language
- o Ensure a watch on the evolution of cultural event related techniques
- o Sense of organization, of method and having a personal documentation
- o Meet deadlines, manage urgencies and prioritize

Relational know-how

- o Listening skills
- o Sense of contact and teamwork
- o Communication skills
- o Concern for good collaboration
- o Availability even after working hours
- o Dynamism, responsiveness and creativity

Language skills

- Proficiency in English – Amharic (spoken, written, read)
- French *is a plus*.

Remuneration

A negotiable salary in function of the experience and the educational background of the candidate. A telephone allowance of 400 ETB per month, and a medical insurance coverage up to 20,000 ETB per year including spouse and two children under 18 years old.

How to apply

Interested and qualified applicants are invited to submit their application along with their updated resume (CV) with corresponding credentials and cover letter by the following email only:

Jobs@allianceaddis.org

All applications must be submitted by **July 15th, 2024** included. Kindly note that only short-listed candidates will be contacted.