

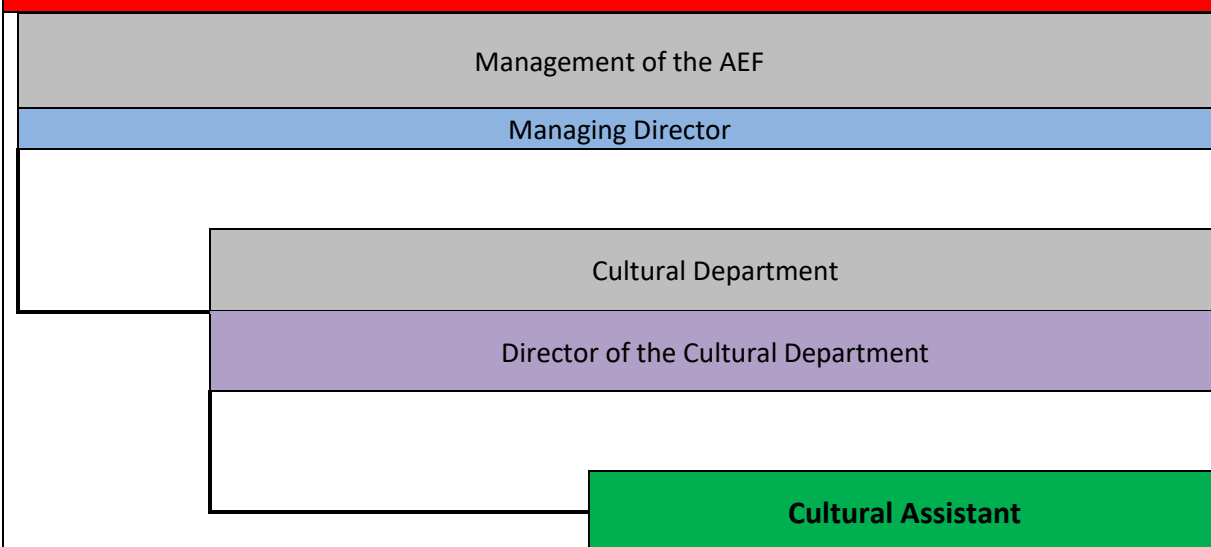
**Job Profile**

<b>Title</b>	<i>Cultural assistant</i>
<b>Line Manager</b>	<i>Director of the AEF / Cultural Manager</i>
<b>Type of contract</b>	<i>Permanent contract after a probationary period</i>
<b>Duty station</b>	Alliance Ethio-Française in Addis-Abeba
<b>Starting date</b>	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 Cultural Department Head and 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 in the Arts and Culture area would be appreciated

**General and theoretical or disciplinary know-how**

- o Mastery of IT tools
- o General knowledge of information and communication sciences
- o Working Knowledge of cultural centers and their environment
- o Strong ties with the art and cultures community in Addis Abeba
- 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 54,500 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](mailto:Jobs@allianceaddis.org)**

All applications must be submitted by **May 16, 2025** included. Kindly note that only short-listed candidates will be contacted.