

Vacancy Announcement

Job Title: Arts and Culture Assistant

Reporting to: Director of AEF/ Director of Arts and Culture

Location: Addis Ababa – Piassa Wavel Street

Employment Type: Full-time

Job Summary:

The Arts and Culture Department Assistant supports the planning, coordination, and execution of cultural programs, events, and initiatives. This role involves administrative duties, community outreach, event logistics, and collaboration with artists, volunteers, and partner organizations to promote cultural enrichment and artistic expression.

Key Responsibilities:

- ✓ Assist in organizing and executing arts and cultural events, exhibitions, and workshops
- ✓ Coordinate logistics such as venue setup, equipment, signage, and promotional materials
- ✓ Maintain communication with artists, performers, community groups, and vendors
- ✓ Support marketing efforts through social media, newsletters, and printed materials
- ✓ Recruit, train, and supervise volunteers for events and programs
- ✓ Maintain accurate records, reports, and correspondence related to department activities
- ✓ Help manage budgets, process invoices, and track expenditures
- ✓ Provide administrative support including scheduling, filing, and responding to inquiries
- ✓ Contribute creative ideas for programming and community engagement

Qualifications:

- ✓ Diploma or degree in Arts Administration, Cultural Studies, Event Management, or related field
 - ✓ Strong organizational and communication skills
 - ✓ Ability to work independently and collaboratively in a fast-paced environment
 - ✓ Two Years of experience with event planning, community outreach, or arts programming is a plus
 - ✓ Proficiency in Microsoft Office and social media platforms
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