

communication and culture officer
part-time 20-hour/week position to be filled immediately

Tasks

COMMUNICATION :

- Design of the French courses brochure with the Course coordinator
- Creation of posters for the courses sessions
- Creation of posters for all Alliance Française events
- Management of social networks Facebook, Instagram and LinkedIn: publications on our accounts and on groups, creation of stories and events, surveys and contests, reply to messages and comments...
- Sharing our calendar with our partners
- Setting up and updating advertisements on Google Ad
- Update of the website and Google My Business
- Relations with partners and service providers
- Production of the bi-monthly newsletter
- Emails

CULTURE :

- Coordination of the two monthly concerts with our partners
- Contact with artists + coordination of exhibitions and openings taking places as part of the 'First Thursday' programmes
- Selection of films for the CinémAlliance screenings
- Coordination with UCT and selection of films for the CinémAlliance + screenings
- Coordination with different partners for one-off events
- Contact with French craftsmen/artisans for catering and for markets
- Help at the bar during events

Qualifications

- Bilingual French-English
 - Background in communication, and/or cultural events management
- The applicants will have full rights to live and work in South Africa**

Qualities and skills

- Excellent organizational and planning skills
- Excellent communication skills
- Excellent writing skills, in English and in French
- Ability to use the Microsoft Office suite, Wordpress, Social Media, Google Ad, Mailchimp and Canva. Illustrator and Photoshop would be a plus.
- Knowledge in SEO and SEA.
- Availability after hours for the events
- Ability to work independently and under pressure

The applicants will be hardworking, highly independent, adaptable, and passionate : Working in an Alliance Française is anything but a routine job !

Motivation letter and CV to be sent to director@cpt.alliance.org.za