



CULTURAL COORDINATOR

The Coordinator of Cultural Activities, a.k.a. Cultural Coordinator, reports to the Executive Director.

The Cultural Coordinator assists the Executive Director in: the organization, planning, logistics and implementation of **all cultural and social activities (about 40 per year)** at the Alliance Française. This may include but not limited to:

1. Initial or follow-up contact with performers/lecturers
2. Ensuring lodging, transportation, set-up of materials when necessary
3. Communicating on the programming in general and/or the events in particular via e-newsletters, email messages, social media posts, fliers, and press releases
4. Updating the web site section pertaining to Culture
5. Recruiting and supervising volunteers to staff ALL events (culture, education, children and others...)
6. Answering questions and taking reservations and payments for events
7. Managing the Event Brite account and/or the Square at the door or for specific Point of Sales
8. Working at the entrance during events, and ensuring guests have paid
9. Preparing and setting up events including but not limited to: moving furniture, installing/removing chairs; serving food and beverage; shopping for all necessary supplies for cultural events and receptions after the events;
10. Taking stock, making inventories pertaining to the cultural department
11. Maintaining accurate records of payments for events
12. Preparing budgets for the Cultural Department per fiscal year and per event
13. Representing the Alliance as directed by the Executive director at receptions and/or in meetings with partner organizations

The Cultural Coordinator is **responsible for the distribution of all printed materials**, including but not limited to: postcards, course brochures etc. that may all contain information pertaining to culture. This may include:

1. Writing for the website and/or other media in an attractive and sales-oriented style
2. Fact-checking for all events
3. Contact with advertisers regarding placement/designs of ads for certain cultural events
4. Desktop publishing/layout of articles and graphics using Microsoft Publisher and/or PageMaker or other software.
5. Delivering the original to printers
6. Printing labels when necessary

7. Personally delivering the labeled publications to the French Embassy, and other locations. This includes driving the director's car, if the coordinator does not have his/her own.

In addition, **the Cultural Coordinator may be required to assist the Director and President in various special events and projects**, including fundraisers, gala dinners and conferences. This may include:

1. Volunteer recruitment for special projects and events
2. Contacting sponsors and producing large mailings for fund raising, donations, etc.
3. Researching sponsors
4. Developing partnerships with local institutions

Profile

The ideal candidate should fulfill the following requirements:

- **Bilingual French- English with excellent writing and communication skills in both languages.** Should have a good knowledge of classical and contemporary French culture and of French and American societies.
- **Team –spirit, sense of initiative, ability to cope with high – stress environment and difficult customers.**
- **Strong communication and organization skills:** multi-task abilities; able to work under pressure to meet numerous deadlines; must be attentive to details and see the big picture.
- **Computer skills:** word processing, Excel, PowerPoint, web page work, internet research, layout work (Adobe PageMaker, Microsoft Publisher), e-mail (Microsoft Outlook); some basic html is a plus
- **Technical skills:** knowledge of technical equipment for set-up of lectures and concerts
- Must have a valid driver's license.
- Able to work long hours when needed, included but not limited to: weekends.
- Able to lift 50 pounds.

Qualifications:

- Bachelor/Master in Cultural Management, Event, Press or the equivalence in work (4 years of experience in events or cultural programming)

To Apply:

Send you resume, letter of motivation (both documents in English), plus a sample writing (press release preferred) in both English and French, a list of a minimum of three professional references that reflect your multicultural skills and experience

To: director@francedc.org

Deadline to apply: January 30, 2018

Please do NOT call. Only the candidates whose application will be retained will be called for interviews.

Interviews to start the week of February 5. There may be up to 2 or 3 interviews. The interviews will be conducted in English and in French.

All references will be checked.

Position to be filled by mid-February (02/15/2017)