

## **Events Planner/Cultural Officer**

**Mission:** to produce and organize cultural/art events in order to promote Namibian and French cultures;

### **Job description/tasks:**

- Proposing, organizing and implementing cultural projects/events in all areas: performing arts, cinema, exhibitions, ... and organizing intellectual lectures and debates
- Organization of an annual productions schedule
- Maintaining and developing a network of partners: media, artists, academics, intellectuals, national institutions related to culture, universities
- Feeding with updated information the social networks of the institution
- Assist with press releases
- Responsible of the cinema room and its annual programming
- Partnerships and sponsorships
- Facilitating with rentals
- Write speeches
- Gather all information required for all events
- Gather all technical information for all events
- Search for new event ideas and artists and partners
- Annual budgeting
- Put together contracts for all events
- Put together staff required for events
- Facilitate with payment for artworks and artists
- Create invoices where necessary

### **Skills:**

- Background in the arts industry
- Knowledge with visual, performing and literature arts
- Knowledge of local partners/institutions/persons
- Tech knowledge
- Project management skills
- Budget knowledge
- Proposal and sponsorship writing skills
- Communicative
- Approachable and welcoming
- Creative, spirit of initiative, sense of responsibilities
- Team-working skills
- Knowledge of French : level B2

**Time:** Full time – 08h00 – 17h00 +overtime for events, and sometimes during week-ends

**APPLICATIONS WITH CV AND COVER LETTER TO BE SENT TO:**  
**director@fncc.org.na**

ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED FOR INTERVIEWS