

JOB DESCRIPTION
Event production assistant
FRENCH REGIONAL INSTITUTE OF SUDAN (IFRS)

JOB IDENTIFICATION	
Title of the position	Event production assistant in the cultural department
Nature of the position	One year Fixed-term contract
AGENT'S IDENTITY	
Last name	
Status	Full-time local staff, grade 4
PRESENTATION OF THE SERVICE	
Mission of the service	The IFRS presents a rich cultural program of more than 90 events per year in many fields such as audiovisual, performing arts, visual arts and literature. The cultural department is responsible for planning, production and communication.
Composition of the department	Cultural service of the IFRS: 1 service manager, 1 production assistant, 1 media library manager and 1 media library assistant
Authority	Deputy Director of IFRS
JOB DESCRIPTION	
Main missions	<ul style="list-style-type: none"> - The production assistant is in charge of assisting the head of the cultural department in the tasks related to the cultural programming of the IFRS. He/she will work with the media library and the course department to plan and produce activities. - He/she must ensure the logistical needs of the events with the technical service. - The production assistant may be required to perform technical or administrative tasks as needed (moving equipment, setting up exhibitions). In solidarity with other departments or in unusual circumstances, the employee may be required to perform different tasks at the request of the Associate Director or Department Head.
Planning assistance	<ul style="list-style-type: none"> - Contributes to the planning and implementation of IFRS cultural activities, the IFRS Annex at the University of Khartoum and off-site activities. - Assistance on the selection within the call for cultural projects and on the organization of the workshops resulting from the calls for cultural projects launched by the IFRS.
Production assistance	<ul style="list-style-type: none"> - Relation with the artists and guest speakers for their reception - Contributes to the installation and dismantling of permanent or temporary exhibitions (scenography, communication, budgetary follow-up, etc.)

	<ul style="list-style-type: none"> - Participate in the design of temporary exhibitions, their development and their animation. - Ensures the relationship with other cultural centers and local cultural actors: presentation of the establishment and its activities to the different audiences
Communication assistance	<ul style="list-style-type: none"> - Creation of communication supports - Assisting with the communication strategy (print and digital) and ensuring that the information is properly disseminated to the target audience - Participates in targeted cultural and iconographic research - Contributes to the computerized inventory of the IFRS Picture Library - Contributes to the archiving of information concerning events and the census of cultural actors - Translations of IFRS communications about cultural activities
Skills required	<ul style="list-style-type: none"> - Mastery of DTP tools (indesign, photoshop), office pack - Excellent knowledge of cultural structures in Khartoum, Omdurman and North Khartoum - Sense of initiative - Relational skills - Listening skills and pedagogy - Honesty and integrity - Autonomy - Sense of teamwork - Practicality - High availability due to the organization of the work and its constraints - Proficiency in English and French (B1 minimum for each language)
Professional experience	At least two years in a cultural project management field
Necessary collaborations	<p>Contracted service providers Network of Alliances françaises in Sudan Sudanese schools Sudanese cultural centers Network of FIs/AFs on the African continent</p>
Indicative working hours	9am-1pm and 2-5pm (indicative, to be defined on the contract) Depending on cultural activities - availability on evenings and weekends during events