**Job offer from the Alliance française du Bengale**

***Officer- Partner, event & Promotion***

As part of the development of its activities and the continuous improvement of its services, the Alliance française du Bengale is looking for an Officer- Partner, Event and Promotion.

**NATURE OF THE POST AND OBJECTIVES**

Continually strengthen the partnerships linked with the Alliance française: cultural partners, suppliers (particularly, hotels, technical and logistics suppliers, restaurants), media and communication partners, etc.

* Ensure greater visibility and greater audience for the AfdB events;
* Offer technical and logistical conditions of even higher quality;
* Reduce the costs of activities in the artistic and cultural sector;
* Negotiate with the suppliers;
* Increase the share of sponsorship while financing programmes.

**MISSIONS**

Under the guidance of the Director and in coordination with the other services of the Alliance française du Bengale, you shall follow the cultural and artistic programming, especially on the logistical, communication and budget aspects…Prior to events, during events, and downstream. You shall report continuously to the Director and propose choices and solutions.

Throughout the year, you will have to look for and find new sponsors for the AfdB.

On a day-to-day basis, you shall work with the permanent administration and reception team just as the communication and culture team, mainly composed of trainees and volunteers.

**TERMS AND CONDITIONS**

Part-time job: 4 hours a day, 5 days a week. You could work certain evenings and weekends depending on cultural and artistic programme schedule. Such additional hours may be adjusted or paid as overtime.

Remuneration: Rs. 8,000 to 12,000 per month (20 hours per week) subject to your profile, qualifications and experience. Supplementary working hours possible. You will work mainly at the Alliance fançaise but go outdoor, too, for appointments and in the context of events organized by the AfdB.

**PROFILE**

* Indian nationality
* Knowledge of French is necessary (B1 minimum, B2 appreciated), with the will to continue to follow French language courses to acquire excellent command in French.
* Ability to take initiative and be autonomous in work.
* Ability to work as a team member.
* Analytical skills
* Sense of human relations and negotiation
* Flexibility and availability
* Good presentation

**TO APPLY**

Please send your CV and covering letter (in French and English, if possible), perhaps with one or more letters of reference, to the Director of the Alliance française du Bengale, Fabrice Plançon, at the following address: director.kolkata@afindia.org