

**Position: Executive manager for Zoukak studio, office and events.**

**Duration: Part-time position**

**Starting date: First of December 2013**

**The executive manager for Zoukak Studio, office and events shall perform the following:**

- Manage and Follow up on Zoukak's general correspondence (emails, posts)
- Follow up on Zoukak Studio's maintenance needs (kitchen and office supplies, storeroom maintenance...)
- Manage and organize the studio's storeroom
- Create templates for and coordinate Zoukak's weekly, monthly and yearly schedules
- Create templates for and coordinate weekly work plans of Zoukak
- Create templates for and coordinate the studio's schedule (training, classes, residencies, rehearsals, events...)
- Coordinate and execute the logistical needs of all events including those related to Zoukak Sidewalks (coordinate the accommodation and travel of international artists, reserve local transportation, assist in documentation, communicate with partners for catering, online reservations...)
- Create templates for and coordinate Zoukak Sidewalks' yearly schedule;
- Assist in developing Zoukak's yearly portfolio
- Archive all documents related to Zoukak's management.

## **QUALIFICATIONS**

- Previous experience in executive management and secretarial work, or any other relevant professional skills
- Previous experience in the cultural field is a plus
- Fluency in Arabic and English, French is an advantage.
- Flexibility in time management
- Computer skills (word, excel, PowerPoint, outlook, etc...)

## **SKILLS**

- Good communication and interpersonal skills
- Ability to communicate and work effectively within a team
- Calm with conflict management skills
- Ability to work under pressure.

[www.zoukak.org](http://www.zoukak.org)