



POSITION: Event Coordinator & Admin support for Emerson's Zanzibar Foundation

REPORTING TO: Board of Emerson's Zanzibar Foundation

RESPONSIBLE FOR:

Organisation of the events taking place for the 10 year Anniversary of Emerson's Zanzibar Foundation (EZF)

Networking and using EZF's online Customer Relations Management system to handle the event administration and recording of related information - training will be given.

Before, during and after the EZF Anniversary celebrations in charge of the Art Gallery & Café smooth operations and ensure adequate service as per the Emerson Zanzibar policies and standards.

Assistance in the office with administrative duties for EZF.

KEY RESULT AREAS:

- Event management
- Promotion and media management
- Hosting and Food and Beverage guest service
- Explanation of activities by Emerson's Zanzibar Foundation and Emerson Zanzibar brand
- Administrative organisation
- Building and maintaining networks

OBJECTIVE:

- Events are smoothly organised following standards and procedures of EZF
- Media and stakeholders are managed well in order to get the correct exposure for EZF
- Ensure excellent service in the EZF Art Gallery & Café
- Fully understand all activities and history of EZF and EZ brand
- Organise the administration of the EZF in a clear and transparent manner, following standards and procedures of EZF and applicable laws and government regulations
- Maintain good relationships within the organisations and with all different connections of Emerson's Zanzibar Foundation and Emerson Zanzibar brand

DURATION

The proposed position is for 3 months, suggested starting date 1 April 2024

EZF 10 year anniversary events are planned on 26, 27 and 28 April 2024

The period before and after this event will be needed to ensure the organisation of these events goes well. The interaction with all stakeholders in this period gives the chance to set up the CRM system and collect necessary data.

Emerson's Zanzibar Foundation

240 Hurumzi Street, Stonetown

P.O 3417 - Zanzibar

foundation@emersonzanzibar.com





MAIN TASKS:

Events EZF 10 year Anniversary

- ✓ Use and complete event planning sheet for all events on the programme
- ✓ Prepare a budget for each event and get approval for the budget from the Board
- ✓ After each event, prepare overview of budget & actual expenses and present to the Board.
- ✓ Ensure each event is organised smoothly with the involvement of board members, keeping them informed of the planned activities and requesting their support in case of unexpected challenges coming up.
- ✓ Ensure each event has an event plan with all details of the organisation of the event noted, such as tasks, people responsible, deadlines, required materials and venues, etc.
- ✓ Make clear agreements in writing with organisations and people involved in the events.
- ✓ Ensure a social media calendar is set up leading up to the events, with content for each of the promotion posts ready prior to the scheduled posting date.

Promotion & media management

- ✓ Ensure events and activities of EZF are communicated in the correct way to the correct channels, following standards and procedures set by the Board.

Art Gallery & Café

- ✓ Ensure high level of quality services are delivered to guests in the Art Gallery & Café
- ✓ Explain guests of the Art Gallery & Café about the EZF activities
- ✓ To perform administrative tasks such as inventory lists, summary of sales and replenishing of menus for the sales of food & beverage, artworks and shop items in the Art Gallery & Café.
- ✓ Make sure the menu's and posters are clean and tidy all the times.
- ✓ Make sure the Art Gallery & Café is swept every day, floors are washed, clean the carpets daily and ensure cushions and mats are clean.
- ✓ Welcome all guests upon entry and give a nice farewell when leaving the Art Gallery & Café.
- ✓ Make sure there is enough still & sparkling water to start the service in the morning and keep refilling throughout the day.
- ✓ Control cleaning of the Art Gallery and of equipment, napkins, cutleries, glasses etc.
- ✓ Report all maintenance required to the Hotel Manager of Emerson on Hurumzi.
- ✓ Inform yourself about artwork and artists displaying their work in the Art Gallery
- ✓ Be up to inform visitors on other art exhibitions and workshops taking place
- ✓ Maintain good relations with the artists in Zanzibar and be the voice between the artist community and the Board for any events taking place

Administrative duties

- ✓ Keep the Customer Relation Management system updated and handle the event administration and recording of information, contacts, tasks, communication, and other related data - training will be given
- ✓ Keep EZF documents filed in a transparent manner
- ✓ Ensure Government laws and regulations are followed
- ✓ Answer emails to EZF
- ✓ Keep dropbox and google drive documents in the correct location

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