
Open Position: **Event Assistant (17.5 hours per week, CDD)**

- Position date: 23 August 2022–29 June 2023.
- Applications are reviewed on a rolling basis and must be submitted by 11 July 2022.
- Schedule includes evening and occasional weekend hours.

Organization

The American Library in Paris, established in 1920, is the largest English-language lending library on the European continent. The Library welcomes more than 80,000 visitors a year and provides access to 100,000 books and thousands of periodicals, as well as hundreds of literary and cultural programs for readers of all ages. It operates as a non-profit association with 501(c)3 status in the United States and as an *association loi 1901* in France.

Position description

Reporting to the Director, the Event Assistant is responsible for **the administrative tasks and operational logistics related to the Library's full slate of adult programming**, including its renowned speaker series, *Evenings with an Author* sponsored by GRoW @ Annenberg, which features novelists, journalists, filmmakers, musicians, actors, and other cultural figures in over seventy events throughout the year.

The ideal candidate possesses organizational acumen, a fine attention to detail, and a desire to collaborate with a diverse group of ambitious bibliophiles. The job requires both event planning and copy editing skills. A successful candidate will have high standards for program delivery, as well as the ability to communicate clearly and effectively to a wide range of stakeholders. They would take pride in contributing to the cultural heritage of a century-old institution that is dedicated to literature and community.

Candidates should bear in mind that the American Library in Paris is a non-profit organization whose salary structure does not match equivalents in the private sector, although the benefits of working at this unique, historic, and dynamic institution are considerable.

Qualifications

The successful candidate will have:

- Excellent communication skills in English
- A bachelor's degree or equivalent
- B2 equivalent or higher in French
- Proven organizational skills and attention to detail
- Strong interpersonal skills
- Writing or copy editing experience

- An appetite for hard work and the ability to prioritize and multitask in a close-knit and busy organizational environment
- Knowledge and interest in current events, politics, literature, art, and culture
- Comfort using online event platforms and video editing software

Responsibilities

- Administrative support and operational logistics related to programming include the following responsibilities:
 - Solicits marketing elements from speakers, publishers, and publicists.
 - Maintains the internal and external program calendar.
 - Ensures event information is updated on all platforms.
 - Works with the Advancement team to publicize events and coordinate with speakers.
 - Streamlines and coordinates event registration.
 - Helps recruit, train, and oversee event volunteers and interns.
 - Executes events to create an optimal experience for speakers and audience, whether in-person or online.
 - Coordinates and participates in event space setup and breakdown.
 - Briefs other support staff on event needs, including A/V and other tech requirements.
 - Coordinates event photography and video as needed, including filming, editing, and posting of event video.
 - Responsible for post-production, including thank-you notes, event evaluation, soliciting other feedback, entering statistics, and briefing the Director and relevant staff.
 - Organizes and oversees social media materials related to the promotion and celebration of events.
 - Coordinates with the Advancement team to increase event attendance and grow interest in the Library through its programs.
- Regularly provides statistics and reports to the Director on programs.
- Works with Advancement team to provide content related to events and programs, including but not limited to calendar entries, print and electronic advertising, blog posts, web pages, author interviews, social media posts, electronic newsletter pieces, and Annual Report summaries.
- Occasionally serves as event host.
- Helps support other major events and fundraisers throughout the year.
- Provides logistical support to the Library's twelve book groups.
- Attends weekly Advancement meetings. Takes minutes and reports on action items.
- Provides other general administrative support.

Our workplace values

At the American Library in Paris, we value being professional, productive, positive, patient, adaptable, inclusive, and team-focused.

To apply

We encourage qualified candidates from all backgrounds to apply by sending a letter of motivation and curriculum vitae to openings@americanlibraryinparis.org. Please include “Event Assistant” in the subject line. Being avid readers, we take a special interest in cover letters. Yours should state how your experience is relevant to the position and what you would bring to the institution. Your attention to detail can be demonstrated by mentioning one of your most recommended books in the letter.

Please note that current European working papers are required.

We thank all candidates for their interest. However, only applicants being considered for an interview will be contacted.

27 June 2022