



Call for applications

«Going back through memory lane»

Call for a communication manager

Deadline: 20 Janvier 2023, minuit (Heure du Cameroun)

The Forest Creative Loft is pleased to announce the opening of a call for a Communications manager for the project Going back through memory lane which will run from January to September 2023.

The Forest Creative Loft is an experimental creative space that opened in May 2020 in Bali, Douala, Cameroon. A site of infinite signs and potentialities, The Forest uses itself as a symbol and a place of infinite possibilities; both for its positive and opposite traits.

Through its programming, The Forest enables the exchange of knowledge between artists, global and cultural citizens to participate in challenging stereotypes, creating new and rewarding narratives of alternative imaginaries for the African continent.

As part of its activist, social and artistic activities, The Forest has committed itself, with the support of its friends, to participate in the aftermath of the Anglophone crisis by providing moral, mental and financial support to some of the internally displaced people and it is in this context that the Going back through memory lane project is being developed.

Going back through memory lane is a project that aims to participate in the reparation of individual and collective memories through the creation of a digital archive. The project involves field trips to collect voices and stories, a series of workshops and public presentations.

The communication manager will be selected in January 2023 via a call for applications and an interview by a committee consisting of the project director, manager and administration manager.

This call is open to any African resident in Cameroon, preferably in Douala or opened to move who is fluent in English and French. Knowledge of pidgin would be an additional point.

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Key roles and responsibilities

The Forest is looking for a part-time fixed-term communications officer from mid-January 2023 to the end of September 2023.

- The Forest is looking for an autonomous, rigorous and curious person, who listens and reacts.
- The Communications Manager will translate the strategy and content of the Going back through memory lane project into visual and relevant content for all kinds of communication.
- The Forest is looking for an organised, creative person with strong writing skills.
- The Communications manager will be responsible for taking visual notes and minutes of every meeting, activity, event and new development of the project.
- Candidates should have experience as a social media page manager (Instagram, Facebook ...) and ideally have already created online content for a cultural and/or press organisation.
- The candidate should have basic skills in graphic editing and visual content editing (Photo, posters, videos).
- The Forest is looking for candidates with expertise in event communication, digital platforms and tools, video production, social networks and new technologies, to develop an editorial language for the entities.
- The Communications Manager will work from The Forest's office in Douala, Bali.
- The salary already determined will be communicated during the interview.

Requirements:

Each application should include:

- A letter of motivation demonstrating an understanding of the challenges of such a project (maximum one page)
- a curriculum vitae demonstrating experience in the field (maximum two pages)

NB: Applications should be sent (in PDF format) no later than 20 January 2023, midnight (Cameroon time) to the following email address: theforestcreativeloft@gmail.com with the subject line: **Call for communication manager.**

For any question, related to the call, please contact us by e-mail: theforestcreativeloft@gmail.com

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