



FRENCH EMBASSY
IN THE UNITED STATES

HIGHER EDUCATION,
ARTS, FRENCH LANGUAGE

**MISSION CULTURELLE ET UNIVERSITAIRE FRANÇAISE AUX ETATS-UNIS
CONSULATE GENERAL OF FRANCE IN ATLANTA**

CALL FOR APPLICATIONS

CULTURAL SERVICES ASSISTANT AT THE CONSULATE GENERAL OF FRANCE IN ATLANTA

The Cultural Services of the French Consulate in Atlanta promote the best of contemporary French art, literature, and higher education across the United States Southeast.

The Cultural Services Assistant will work closely with the Cultural Attaché in supervising the activities of the Department. He / She will be in charge of communicating on the initiatives of the Cultural Services, and on the French and Francophone events taking place in the US Southeast via social media and monthly publications.

The Assistant will be in charge of handling all administrative tasks related to the Cultural Department, such as scheduling, accounting, event planning, and will liaise with the Cultural Services Headquarters in New York and Washington, DC.

The Assistant will also coordinate cultural events with the Cultural Attaché throughout the year, such as France-Atlanta, the annual two-week festival organized by the Consulate General of France, Francophonie Atlanta, etc.

The ideal candidate will be **fluent in both English and French (speaking and writing)**, interested in arts and culture and education and possess strong organizational, communication and multi-tasking abilities. The candidate should also have strong interpersonal skills that allow him/her to be comfortable with various types of interactions (partners, audiences, sponsors, media, etc.).

Scope of position: This position is a full-time position that will begin on July 2nd, 2017

Applications will be considered until the position has been filled. All interested applicants should submit their resume and a cover letter **in French** to culturefranceatlanta@gmail.com

For more information about the Consulate General of France in Atlanta, please visit:
www.consulfrance-atlanta.org
www.france-atlanta.org
www.frenchculture.org

Please do not call to check on the status of your application. A representative from the Consulate will contact you.