



Association pour la promotion et la diffusion  
du cinéma africain en Afrique Centrale

## **ECRANS NOIRS**

### **INTERNSHIPS OFFERS 2018**

#### USEFUL INFORMATION

- Location: Yaoundé
- Duration: 2 - 4 months
- Period: from April 1 st and May 15 th, 2018 depending of the position

Ecrans Noirs, Association Recognized by Public Utility by presidential decree n ° 2016/219 of 28.04.16, is an association that works for the promotion and the diffusion of the African cinema, and in the training.

For the 22nd edition of Ecrans Noirs festival which will take part from 13 to 22 July 2018 in Yaoundé, Ecrans Noirs is looking for trainees for the following positions:

#### JOBS DESCRIPTION AND PROFILES

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| <p><b>ASSISTANT PARTENARIATS MEDIA</b></p> <ul style="list-style-type: none"> <li>• Contribute to ensuring a media watch;</li> <li>• Contribute to defining the strategy, content and focus of partnership programs;</li> <li>• Contribute to setting up, negotiating, monitoring and conducting contractual relations with partners.</li> </ul> | <ul style="list-style-type: none"> <li>• Bachelor's degree in Communication and / or Public Relations;</li> <li>• To master the writing of the French or English language, and to be able to express oneself and read in the other of the two languages mentioned above;</li> <li>• Have a relational ease.</li> </ul>  |
| <p><b>SOCIAL NETWORK ASSISTANT</b></p> <ul style="list-style-type: none"> <li>• Participate in the development and implementation of the digital communication plan;</li> <li>• Animate and lead targeted actions on social networks;</li> <li>• Participate in the organization of the event.</li> </ul>  | <ul style="list-style-type: none"> <li>• Bachelor's degree in Communication</li> <li>• To master the writing of the French or English language, and to be able to express oneself and read in the other of the two languages mentioned above;</li> <li>• Have a relational ease.</li> </ul>   |
| <p><b>PUBLIC RELATIONS ASSISTANT</b></p> <ul style="list-style-type: none"> <li>• Provide technical support to internal services in their communication activities;</li> <li>• Implement public relations,</li> <li>• Contribute to the preparation and implementation of the reception strategy.</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Bachelor's degree in Marketing and / or Public Relations;</li> <li>• to master the writing of the French or English language, and to be able to express oneself and read in the other of the two languages mentioned above</li> <li>• Have good organizational, writing and management skills;</li> <li>• Have a relational ease.</li> </ul> |

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| <p><b>MARKETING ASSISTANT</b></p> <ul style="list-style-type: none"> <li>• Contribute to the implementation and monitoring of the marketing plan</li> <li>• Contribute to the commercial development action plan,</li> <li>• Realize commercial challenges (with the aim of increasing sales of spaces).</li> </ul>   | <ul style="list-style-type: none"> <li>• Bachelor's degree in Communication or Marketing;</li> <li>• To master the writing of the French or English language, and to be able to express oneself and read in the other of the two languages mentioned above;</li> <li>• Have good organizational, writing and management skills;</li> <li>• Know how to negotiate and put forward his good interpersonal skills;</li> <li>• Be flexible, autonomous</li> </ul> |
| <p><b>TRANSLATION</b></p> <ul style="list-style-type: none"> <li>• Ensure the translation of documents</li> </ul>   | <ul style="list-style-type: none"> <li>• Bachelor's degree in Modern Bilingual Letters / Translation and / or Interpretation;</li> <li>• Have a good written and oral mastery of the French language (for English-speaking people) and the English language (for French-speaking people);</li> <li>• Have a working knowledge of Microsoft Word software.</li> </ul>  |
| <p><b>WEBMASTER ASSISTANT</b></p> <ul style="list-style-type: none"> <li>• Maintain and animate the website;</li> <li>• Ensure the security and referencing of the website;</li> <li>• Make technology watch</li> </ul>   | <ul style="list-style-type: none"> <li>• Bachelor's degree in computer science</li> <li>• Master programming languages such as HTML, JavaScript, or Java</li> <li>• Have excellent technical knowledge</li> <li>• Have a good foundation in writing and design</li> </ul>   |
| <p><b>INFOGRAPHICS</b></p> <ul style="list-style-type: none"> <li>• Propose and ensure the design of communication media;</li> </ul>  | <ul style="list-style-type: none"> <li>• GCE advanced level;</li> <li>• Have a perfect mastery of at least 2 software creation and retouching;</li> <li>• Be creative and be a force of proposal.</li> </ul>  |
| <p><b>EVENT MANAGER ASSISTANT / PROJECTIONIST</b></p> <ul style="list-style-type: none"> <li>• Plan and follow the facilities necessary for the realization of the events;</li> <li>• Organize the maintenance and storage of the premises / stocks</li> <li>• Prepare spaces and equipment for activities;</li> <li>• Prepare the boards and plans of assembly and disassembly</li> <li>• Manage security;</li> <li>• Organize the reception conditions for the public and guests</li> </ul> | <ul style="list-style-type: none"> <li>• Bachelor's degree in cinema</li> <li>• Having a driving license would be appreciated.</li> </ul>   |
| <p><b>ELECTRICITY / CARPENTER</b></p> <ul style="list-style-type: none"> <li>• Assist in the construction and set up of the sets</li> </ul>   | <ul style="list-style-type: none"> <li>• GCE advanced level Year / GCE Ordinary level year</li> </ul>   |

## CONTACT

Applicants for internships should send a detailed curriculum vitae and cover letter to [direction@ecransnoirs.org](mailto:direction@ecransnoirs.org) with a copy to [assist@ecransnoirs.org](mailto:assist@ecransnoirs.org)

**Deadline:** March 31, 2018 at 11 PM.

**Association reconnue d'utilité publique par décret présidentiel n°2016/219 du 28.04.16**

BP :11371 Yaoundé-Cameroun Tel (237) 242 897 601  
E-mail : [ecransnoirs@ecransnoirs.org](mailto:ecransnoirs@ecransnoirs.org) /[assistante@ecransnoirs.org](mailto:assistante@ecransnoirs.org)  
[www.ecransnoirs.org](http://www.ecransnoirs.org)