All Part of the Same Family

Zataat Arts | Culture Vultures | Artisan Quest

Job Call Out: Office Administrator and Local Tour Manager

The Organisation: Zataat Arts SARL, trading as Culture Vultures, 33 Kasbah, Sefrou 31000,

Culture Vultures is an artist-run arts and cultural organisation based in the market town of Sefrou, founded in 2009. Its mission is to celebrate and facilitate local, national and international arts and to offer immersive cross-cultural experiences within Morocco. Our work includes half-day artisan tours, Craft Quest programmes, an artist residency, lectures and webinars, carried out with artisans, scholars and collaborators across the country.

The role Culture Vultures is looking for an **Office Administrator and Local Tour Manager** to keep the office running smoothly two days a week. The post holder handles enquiries and bookings, coordinates small projects and, from time to time, welcomes and accompanies guests. The role works closely with the Director and the local artisanship. Note that this role is stackable with other opportunities currently open for application. See section on Combining Roles below.

Place of work and schedule This is an in-person role based at the Culture Vultures office in Sefrou, with occasional work on visits and events in Sefrou, Fes and the surrounding region.

- **Days:** two days a week, 14 hours in total. The days and hours are agreed at the start and stay the same each week unless both parties agree a change in advance.
- **Working days and hours:** To be agreed at interview
- **Evenings and weekends:** occasional work for visitors and events is agreed in advance and recorded.
- **Contract:** a three month trial period plus a one-year fixed-term contract under Moroccan law, with registration with the CNSS from the first day of work.



The three month training period the post holder would learn:

- the booking process for artisan half-day tours and programmes
- Culture Vultures' voice, values and ways of working respectfully with artisans and collaborators
- project planning and coordination, and facilitating visits and guest experiences

At the end of the training period the post holder and the Director hold a review to agree priorities for the rest of the year.

Responsibilities

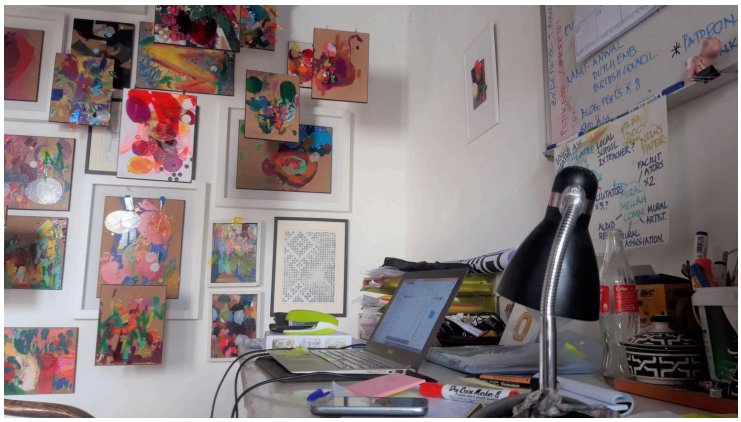
- **Administration:** handle day-to-day email and enquiries, bookings and follow-up communication for artisan tours, calendar coordination and data entry.
- **Bookings:** take tour and programme bookings from first enquiry to confirmation, liaising with artisans, guides and lodgings, and keeping booking records up to date.
- **Project coordination:** plan, coordinate and follow through on small projects within Culture Vultures, including scheduling, liaising with clients and collaborators, and reporting progress to the Director.
- **Facilitation:** from time to time, welcome and assist guests, resident artists and visitors, and accompany them on cultural visits.
- **Digital archive and records:** keep files, documents and photographs organised so they can be found and reused. Artisans and guests give their consent before they are photographed.
- **Collaboration:** pass news, photographs and updates from tours and projects to the team for the website, newsletter and social media.

Duties may be adjusted by agreement as training progresses.

Combining roles

Culture Vultures is building a small team in Sefrou and is advertising several part-time roles at the same time. You can apply for this role on its own, or combine it with one or more of the roles below to work more days a week: See Opportunities for further available roles

In your application, tell us which role or combination interests you. Combined roles are offered on one contract, with the hours and salary added together. We may also begin with one role and add a second after the training review.



Skills and experience

Essential

- good written and spoken English, and Darija
- well organised and reliable, able to keep a fixed schedule and meet deadlines
- confident with email, spreadsheets and online tools
- a warm, respectful manner with guests, artisans and collaborators
- clear communication, reporting progress and problems early

Desirable

- proficient at English and Darija
- experience in administration, tourism, hospitality or events
- an interest in crafts, heritage, arts and culture in Morocco

Salary

- 1800 MAD gross per month for two days a week, with CNSS registration and payslip.
- Salary is reviewed after the training period.
- Combined roles are paid at the total of the roles taken.

How to apply

Send your CV and a short letter of intention, saying which role or combination of roles interests you, to info@culturevultures.ma



http://culturevultures.ma

https://linktr.ee/CultureVulturesSefrou