



Call for applications

«Going back through memory lane»

Call for applications for the recruitment of head of Hospitality and care

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

The Forest Creative Loft is pleased to announce the opening of a recruitment call for a head of hospitality and care for their Going back through memory lane project 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 Head of Care and Hospitality will be selected in January 2023 via a call for applications followed by an interview by a committee consisting of the project director, manager, curator and administrative officer.

This call is open to anyone from the NOSO residing in Cameroon, preferably in Douala, who is fluent in English and Pidgin. French would be an additional point.

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Key roles and responsibilities

Going back through memory lane is a sensitive project working with people who have experienced hard and troubling episodes.

- We are looking for a Care and Hospitality Manager for a full time fixed term post from January 2023 until the end of September 2023.
- We are looking for a sensitive and caring person who understands the importance of putting people at the centre of everything who can work with people of all ages and conditions.
- The Care and Hospitality Manager will be able to mediate and act as a translator between project contractors and project participants.
- The Care and Hospitality Officer should ensure that all measures are in place for the proper and safe conduct of each activity.
- The Care and Hospitality Officer will be responsible for managing the confidentiality policies in the documentation and collection processes for the archives.
- The Care and Hospitality Manager will be responsible for ensuring that ethical rules are followed by every person in the project.
- This person will work closely with the project manager, curator, archivist and communications officer and projects contractors.
- The Care and Hospitality Officer will work from The Forest's office in Douala, Bali and will be required to be present for some travel.
- A monthly salary is offered for the position and will be communicated at 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 applications for a head of Hospitality and care**

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

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