

## **JOB OPPORTUNITY: Cultural Coordinator**

**From 10<sup>th</sup> of February 2020**

### **ABOUT THE ORGANISATION:**

The Alliance Française de Pune is an Indian association belonging to a worldwide network, whose main missions are to teach French and support the creation and dissemination of cultural programs. Under the supervision of the Director and in close contact with the Indian network of the Alliances françaises, the Cultural Coordinator initiates and organises cultural events, manages relations with partners and artists. He / she thus contributes to the creation of bridges between French and Indian artists and promotes a better knowledge of Indo-French cooperation among the audience.

### **MAIN RESPONSIBILITIES:**

- Contribution to the planning of the cultural program of the Alliance française de Pune
- Organization and implementation of student, cultural and artistic events (technical, financial, administrative)
- Evaluation and reports, budget monitoring
- Liaising with partners, artists, suppliers; networking with cultural partners
- Press Relations, in relation with the Communications Manager
- Management of interns and international volunteers
- Participation in team meetings, as part of a cross-functional mission with the various Alliance française de Pune services

### **PROFILE AND SKILLS:**

- Degree or certificate in Cultural/Project Management,
- Professional experience in coordination of events
- Advance level of fluency in English/Hindi/Marathi and ideally in French (B1+)
- Great knowledge of the cultural and artistic Indian scene, interest for contemporary French scene
- Taste for performing, audiovisual and visual arts,
- Ability to work under pressure and to prioritize tasks
- Attentive to details, systematic
- Excellent interpersonal and communication skills
- Enthusiasm

### **CONDITIONS:**

The position is available from February, 10<sup>th</sup> 2020.

Fixed term contract of twelve months, renewable. Working days from Monday to Friday, availability on evenings and week-end will often be required.

To apply, send a CV and cover letter to Adèle Spieser, Director of the Alliance Française de Pune: [director.pune@afindia.org](mailto:director.pune@afindia.org) Deadline to apply: 12<sup>th</sup> of January 2020.