



ON BEHALF OF THE PRESIDENT, APPLICATIONS FOR THE POST OF
CULTURAL AND COMMUNICATION COORDINATOR ARE INVITED
FROM THE ELIGIBLE CANDIDATES

Notification No: AFB/PO/JOB/CCC/47/2021-22

Job Title:	Cultural and Communication Coordinator	Job Category:	Culture & Communication
Location:	AF de Bangalore	Position Type:	Temporary for an year
HR Contact:	Manager (Admin)	Salary:	Rs.45,000 per month
Reporting to	President		
Personnel Administration:	Manager (Admin)	Functional Supervisor:	Director

Organisational position:

The Cultural and Communication Coordinator is placed under the President with whom she/he works to develop the strategy & action plans for marketing and communication for AFB and organizes cultural events on the advice of the President.

Job Purpose:

Under the advice and guidance of the President and in close contact with the network of Indian Cultural organizations & that of Alliances françaises, the **Cultural and Communication Coordinator** initiates and organizes cultural events, manages relations with partners and artists. She / he contributes for closer ties between French and Indian artists and promotes a better knowledge of Indo-French cooperation among the Indian audience. She/he implements the marketing and communication strategy designed by the Cultural Sub Committee under the guidance and approval of the President.

Role and Responsibilities:

- Contribution to the planning of the cultural program of the Alliance française de Bangalore
- Organization and implementation of cultural and artistic events.
- Evaluation, reporting and budget monitoring of the cultural events
- Liaising with partners, artists, suppliers
- Networking with cultural partners
- Press Relations
- Participation in fundraising campaign
- Promotion of our events and services
- Community management (Facebook, Instagram, etc.)
- Implement marketing plan

- Website management in consultation with Manager (Admin)
- Preparation of the Newsletter in the email platform
- Management of the campaigns and contacts in the email platform
- Graphic design (posters, flyers, etc.)
- Participation in team meetings, as part of a cross-functional mission, with various services of Alliance française de Bangalore

Qualifications and Education Requirements:

- Degree or certificate in Cultural/Project Management and/or Marketing & Communication
- Professional experience in coordination of events
- Advance level of fluency in English, Kannada both written and spoken, French (B1+)
- Great knowledge of the cultural and artistic Indian scene, interest in contemporary French scene
- Very good knowledge of marketing and digital marketing strategies
- Very good knowledge of classic and digital communication strategies and tools
- Excellent command of office automation tools (Microsoft Suite) and Cloud Service (Google Drive), Zoom and social networks
- Ability to work under pressure and to prioritize tasks
- Attentive to details, systematic, organized
- Excellent interpersonal and communication skills
- Creative
- Strong adaptability
- Good communication and public speaking skills
- Determination and reactivity
- Open-mindedness and ability to manage complex events
- Inspiring team player
- Good knowledge of the functioning of the AF's network

Place: AFB Campus, Bangalore

Date of Job Opening: 16th February, 2021

Date of Closing of Job: 15th March, 2021

Mail your applications to: admindir.blr@afindia.org