

The President of the Alliance Française de Bangalore (AFB) invites the application for the following post :

JOB DESCRIPTION

Job Title:	Communication and Cultural Coordinator	Job Category:	Culture, Communication, Public Relations
Duration	1 year (3-month trial)	Position Type:	Contract basis/Bangalore
Starting date	01/03/2025	Contact:	Director AFB

Under the guidance of the Director of Alliance Française de Bangalore (AFB), the Communication and Cultural Coordinator (CCC) will be working full time on-site from the Head Office in Vasanth Nagar Bangalore, to ensure the following functions:

- Monitoring and improving the organisation’s communication strategy. Animation and monitoring of social networks (Facebook, Instagram, YouTube): creation of campaigns, analysis of results, creation of posters, banners...
- Editing the regular newsletter, managing the audience database, updating the website.
- Creating and nurturing partnership opportunities with important cultural players and media organizations, and search for patronage.
- Collecting information and drafting quantitative and qualitative assessment reports of the activities carried out by the organisation
- Development and management of cultural spaces: follow-up of rentals and development of revenues
- Brainstorming, executing, and reporting of the organisation’s initiatives with the different teams of AFB (Front Desk, Pedagogy, Admin, Society etc.) and with external partners, taking notes and dictation from Director or President...
- Organizing and promoting the shows, events and activities organized by AFB: concerts, exhibitions, theatre, fashion, cuisine etc...
- Setting up and monitoring artistic projects: identifying projects and studying their feasibility, establishing and monitoring the budget.
- Development of sponsorship and patronage related to culture. One of the main objectives is the implementation and follow-up of a quality and financial approach with the search for financial partners and sponsors, in kind and financial, for events.
- Assistance with any communication, cultural, pedagogical or social events task in cooperation with the Librarian, Course Director and Course Coordinator.
- The CCC works in liaison with various partners:
 - Indian institutions (theatres - universities - galleries - cultural associations...)
 - Artists, the media, press...
 - French cultural institutions (IF, Art Schools, Museums, Festivals, Communities)
 - European (Goethe/British Council) and international cultural networks

- He/She should be aware of Kannada State and Indian cultures

WORK EXPERIENCE AND QUALIFICATION

- A Bachelor's Degree in the Humanities, Communication, Cultural Management or a related field is mandatory. A Master's Degree in these or a related field would be an added advantage
- Confirmed minimum 3 years professional experience in communication and/or event management is essential, acquired either as a Public Relations attaché.e or in a job related to Communication or Production of an Artistic or Technical Profession in the Performing Arts
- Experience in Artistic and Cultural Activities offered to Young Audiences would be an asset

PROFESSIONAL SKILLS

- Master graphic design, Microsoft Office, Cloud Computing Software and digital communication tools (including social media);
- Very good communication skills (oral and written) : can present clearly and convince;
- Lead the implementation of projects involving several partners;
- Establish, monitor, and analyse the budget of a project;
- Negotiate the conditions for the intervention of contributors;
- Develop and use tools for monitoring and evaluating an activity or project;
- Create and maintain relationships with other departments of the structure;
- Monitor the developments of the artistic and cultural sector locally and internationally;
- Create and maintain relationships, networks and partnerships with relevant artistic, cultural, economic and institutional actors;
- A sensitivity to Societal issues is also important

Languages

- Fluency in English (C1 Level) is essential
- Fluency in French (B2 Level) would be a strong asset
- Fluency in Hindi & Kannada is desirable

TIMINGS

Monday to Friday: 9.30am to 5.30pm

Saturday: 9.30am to 1.30pm

Note timings may vary according to events

WORKING CONDITIONS

Consolidated Salary range from **INRS 38,000/- to 45,000/-**

The selected candidate will be appointed a contract employee for a period one year inclusive of the 3-month probationary period to assess his/her performance.

MAIL YOUR CV + COVER LETTER to: recruitment.afbangalore@afindia.org