

**Alliance Française de Bangalore invites the application for the following post:**

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Communication and Cultural Coordinator</b>	<b>Job Category:</b>	Culture, Communication, Public Relations
<b>Duration</b>	1 year (3-month trial)	<b>Position Type:</b>	Contract basis/Bangalore
<b>Starting date</b>	01/04/2026	<b>Contact:</b>	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:

- Setting up and monitoring artistic projects: identifying projects and studying their feasibility, establishing and monitoring the budget.
- Organizing and promoting the shows, events and activities organized by AFB: concerts, exhibitions, theatre, fashion, cuisine etc...
- Working towards improving the footfall at Alliance premises, establishing it as one of the main cultural centres in Bangalore.
- 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
- 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...
- Creating and nurturing partnership opportunities with important cultural players and media organizations, and search for patronage.
- Development of sponsorship and patronage related to culture.
- Assistance with any communication, cultural, pedagogical or social events task in cooperation with the Librarian, Course Director and Course Coordinator.
- Editing the regular newsletter, managing the audience database, updating the website.
- 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
- The CCC works in liaison with various partners:
  - Indian institutions (theatres - universities - galleries - cultural associations...)

- Artists, the media, press...
- French cultural institutions (IFI, Art Schools, Museums, Festivals, Communities...)
- European (Goethe/Italian Consulate...) and international cultural networks

## **WORK EXPERIENCE AND QUALIFICATION**

- A Bachelor's Degree in the Humanities, Art, 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, 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 with a focus on youth 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**

- Perfect mastery of English (C2 Level)
- Fluency in French (B2 Level)

## **TIMINGS**

Monday to Friday: 9.30am to 5.30pm

Saturday: 9.30am to 1.30pm

**Note timings may vary according to events**

## **APPLY**

Mail your CV and cover letter to: [recruitment.afbangalore@afindia.org](mailto:recruitment.afbangalore@afindia.org)

Deadline: 22/03/2026