



Alliance Française

Hyderabad

ALLIANCE FRANCAISE HYDERABAD

Applications invited for the post of

CULTURAL COORDINATOR (from May 2017)

Job description:

- To assist the Director in **organizing monthly cultural events**
- To assist the Director in **finding and dealing with cultural partners, vendors, sponsors and artists**
- To **diffuse accurate information** about the events
- To **elaborate supports of communication** related to AFH activities (contents and designs)
- To establish and maintain **contacts with the press** concerning cultural events
- To be responsible for **editing the bi or tri-monthly newsletter "Rendez-Vous"**
- To maintain the **mailing list of Members and Amis**, and update constantly their data
- To facilitate the **training** and the management of the **French cultural Intern**, if any
- To provide support for the **coordination of the communication and cultural events of the French Embassy and AF network** in India-Nepal
- To **update the website and social networks** of AFH on a daily basis
- To **manage the space bookings** of AFH premises

Skills and abilities:

- Interest and experience in organizing cultural activities
 - Good knowledge of local cultural scene
 - Basic technical knowledge of sound and light systems
 - Good knowledge of web managing and communication software
 - Excellent English (spoken and written)
 - Knowledge of French is an advantage (B.1 level recommended)
 - Diligent, dynamic and enterprising
 - Sense of autonomy and initiative
 - Organized, meticulous and committed in work
 - Capacity to work in team
 - Ability to communicate and to convince
- *Working hours:* from Monday to Friday (40 hours/week) + availability on evenings and week-ends for cultural events
- Remuneration based on qualification and experience

Apply before 3rd of April, 2017

Send CV and covering letter/recommendations/references to:

The Director of Alliance Française Hyderabad: director@afhyderabad.org