

RECRUITMENT NOTICE

Institut Français en Inde (French Institute in India), the educational, scientific and cultural service of the Embassy of France in India would like to recruit a **Graphic and Video Artist** in its Communications Department starting 1st July 2021.

The institution offers a multi-cultural work environment with plenty of opportunities for growth in accordance with the motivation and capacity of each individual. The French Institute is an excellent place for an all-round exposure to the Indo-French educational and cultural landscape. Our organizational culture provides for plenty of avenues for personal development by exposing team members to a rich and diverse network across the country.

Place of work	Institut Français en Inde, 2, Dr. A.P.J. Abdul Kalam Road, New Delhi 110011
Position	Full Time contract for a fixed duration which is transmutable into a permanent tenure
Reporting line	The Graphic & Video Artist will report to the Head of Communications and the Director of the Institut Français en Inde
Description of the post :	<p>The Graphic & Video Artist will be responsible for producing audio and visual content for social media, print and other formats as per the calendar of activities of the Institut Français in India. Specific tasks here below:</p> <ul style="list-style-type: none"> • Produce and edit graphic and video content for social media posts, promotional and marketing campaigns, visual identity of programmes, logos, production, archiving content and updating graphic charts. • Take in creative briefs and devise audio-video or graphic intervention in line with promotional objectives, target audience, media plan and financial resources • Interact and exchange with different departments of the French Institute in India towards identifying objectives and implementing as per appropriate timelines • Collaborate with teams for creatives, branding, story-boarding to create engaging and effective content • Handle technical and creative aspects of design and production. • Make preliminary sketches, drafts which illustrate the strategic recommendations shared by the sector or the person requesting the creative. • Adapt creatives for different media (press, interactive, social media, print, outdoor....) and collaterals (logo, brochure, poster, website home page, video clip...). • Take into consideration the viability and longevity of a visual or audio-visual identity across several campaigns. • Manage equipment and material • Coordinate relations with vendors in the absence of the Production Manager

	<ul style="list-style-type: none"> • Cover launches, festivals and events through photography and videography. Capacity to interact with guests and take memorable photos or interviews. • Manage the audio visual production archives and develop a digital library of graphic and video material in collaboration with the Video Artist and Production Manager • Observe market trends, follow communication of external partners and track successful campaigns • Replace the Video Artist and Production Manager and assume this role in the former's absence • Assume allocated administrative tasks with the Communications Department <p>Skill-sets required:</p> <ul style="list-style-type: none"> • Graphic design graduate (B.F.A. with specialized in Applied Arts or related field). Autodidacts may be considered in accordance with their portfolio. • Work independently on Adobe Suite (Illustrator, Photoshop and InDesign is a must). Knowledge of Lightroom, After Effect desirable • Knowledge of Canva (online platform) • Good knowledge of google platforms, Drive management & data management. • Experience with printing process & creating final print files. • Knowledge of motion graphics and videos with a focus on videos designed for social media • Ability to work on iMac (iOS system) • Knowledge of video sub-titling and applications thereof • Good knowledge of English to be able to function autonomously <p>Others:</p> <ul style="list-style-type: none"> • Understanding of visual and video storytelling • Knowledge of social media creative and organizational tools (Facebook, Youtube, etc) • Ability to receive briefs with a critical mind and share suggestions • Time management skills and capacity to meet deadlines. • Team player and capable of working on multiple projects • Alacrity and problem-solving • Experience with shooting physical events for live streaming is a plus
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To apply for this position, please address a CV with photo, a brief portfolio of graphic and video work along with a cover note to the following address on or before 18th June 2021 (jobs@ifindia.in) mentioning Graphic & Video Artist in the subject line. Only short-listed candidates will be contacted. First screening will be organized based on the portfolio submitted, which will be followed by a live test and short interview and shortlisted candidates will be invited to a final interview.