

Recruitment Sheet for Technical Coordinator (The Japan Foundation, New Delhi)

The Japan Foundation New Delhi is looking for a technical coordinator who will work for our cultural programs. We prefer a person who can operate several types of equipment. We are happy to receiving applications from people even with no experience, but those who are mechanically inclined and enthusiastic about learning a variety of skills will be most welcome.

1. Working Location

The Japan Foundation, New Delhi
5-A, Ring Road, Lajpat Nagar-IV, New Delhi 110024

2. Eligibility

- 1) Minimum S.S.C (Class 10th) with ITI or Diploma from any other recognized technical institute.
- 2) Having experience of working in theatres, studios, museums and schools as a technical person will be preferred.
- 3) Basic PC skill such as using Microsoft Word and Excel, using Internet Searching etc., will be preferred.
- 4) Living in Delhi/NCR region.
- 5) Skill of Hindi and English are necessary.
- 6) Can work from April 1st, 2021

3. Working Schedule

From Monday to Friday, Fulltime (9:30 to 17:30, 1 hour lunch break in between)
*Business Trips, Working on Weekends and overtime on weekdays will also happen sometimes.

4. Job Description

Main task will be to assist the events and programs as a technical person, such as following;

- 1) Operate film projector for screening events;
- 2) Coordinate the technical requirements for the cultural events;
- 3) Operate live-streaming events by means of computer;
- 4) Help to set up the exhibition in a gallery;

- 5) Data entry of the attendees' feedback form;
- 6) Miscellaneous duties related to work.

5. Notes

Personal communication is not allowed and all the enquiries shall be recommended through emails only.

6. How to apply

Please send softcopies of the documents below by email.

- 1) Your Resume (free format)
- 2) Certificate of ITI or Diploma
- 3) Certificate of S. S. C (10th)
- 4) Passport size Photograph
- 5) Work Experience Letters/Certificates (Multiple ones are welcome)

Once your application is selected, interviews at The Japan Foundation, New Delhi will be conducted.

7. Contact Person

Shalini BISHT

The Japan Foundation, New Delhi

Assistant Director, Arts/Cultural exchange

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