

Recruitment Sheet for JFF (Japanese Film Festival) Intern <The Japan Foundation, New Delhi>

The Japan Foundation New Delhi (JFND) is looking for a “JFF Intern” of the Arts and Cultural Exchange department on a contract basis stated as under. We are looking for a young person who is interested in how to organize a film festival or any kind of cultural event, talks, workshops, and promoting Japanese culture in India. We are looking forward to your entry!

1. Working Location

The Japan Foundation, New Delhi
A-13, Aurobindo Marg, Green Park, New Delhi 110016

2. Job Description

- 1) Assisting in the Coordination and implementation of JFF
- 2) Assisting in PR works for dissemination of JFF (drafting Press Releases, Newsletters, or the posts on SNS, etc.)
- 3) Assisting in office administration works (travel arrangements, attending telephone /email inquiries, letter writing in English, etc.)
- 4) Miscellaneous duties related to works.

Although the task will be under the supervision and direction of the director and senior officers who produce the programs/events, it is much appreciated and encouraged for the person to be proactive, develop new ideas, and contribute to more effective working.

3. Terms

From September 25th till January 25th, 2024 (4 months).

4. Eligibility

- 1) Basic PC skills such as using Microsoft Word and Excel, using E-mail, and the Internet.
- 2) Having knowledge of Adobe Illustrator, Davinci Resolve, and Final Cut Pro, and experience to create Instagram Reels is preferred.
- 3) English and Hindi fluency.
- 4) Living in Delhi/NCR region and commuting to the office every day.
- 5) Can concentrate on this work from September 25th till January 25th, 2024.
- 6) Act punctually in everything.

5. Working Schedule

From Monday to Friday, Full-time (9:30 to 17:30 including 1-hour lunch break)

*Business Trip and Working on Weekends will also happen sometimes.

*The cost of the Business Trip shall be borne by the Japan Foundation.

*The office allows Work From Home once a week on approval basis of the director.

6. Honorarium

INR 1,000 per day

*If they work less than 4.5 hours, we pay Rs. 500 and more than 4.5 hours, we pay Rs. 1,000.

*Since this is an internship program, we will not pay the overtime.

*TDS 10% will be deducted.

*This honorarium will be calculated monthly basis and paid by the end of the month.

7. Notes

Personal communication is not allowed and all inquiries shall be entertained through emails only.

8. Deadline for the application

September 6th (Wed), 2023

Procedure: After being selected, the candidates will be called for an interview accordingly.

9. Documents to be submitted

- 1) CV (Free Format)
- 2) Certificate of graduate degree (if any)
- 3) Certificate of working experience (if any)
- 4) Recommendation Letter (if any)

10. Contact Person

Aoi ISHIMARU (Ms.)

The Japan Foundation, New Delhi

Director, Arts/Cultural Exchange

Email: jff_india@jpf.go.jp