

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

The Japan Foundation New Delhi (JFND) is looking for a “Program Coordinator” of the Arts and Cultural Exchange department on a contract basis stated as under. We are looking for a young Indian who is interested in organizing some cultural activities such as exhibitions, performances, film screenings, or any kinds of workshops and promoting Japanese culture in India. We are looking forward to your entry!

1. Working Location

The Japan Foundation, New Delhi

A-13, Green Park, Aurobindo Marg, New Delhi -110016

2. Job Description

Arts & Cultural Exchange Tasks for all of the programs conducted by the office, such as

- 1) Coordination and implementation of events and projects relating to Arts and Cultural exchange programs (exhibitions, performances, film screenings, workshops, etc.)
- 2) Assisting in office administration works (travel arrangement, attending telephone /email inquiry, letter writing in English, etc.)
- 3) Assisting in PR works for dissemination of JFND cultural activities (drafting Press Release, Newsletter, or the post on SNS, 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. Eligibility

- 1) Graduate/ Post Graduate degree
- 2) Having 2 years or longer working experience, especially in the areas below is preferred.
[Performing Arts / Fine Arts / Film Industry / Cultural Agency / Public Relations]
- 3) Having knowledge of Adobe Illustrator is preferred.
- 4) Basic PC skills such as using Microsoft Word and Excel, using E-mail, and the Internet.

- 5) English and Hindi fluency.
- 6) Living in Delhi/NCR region.
- 7) Can work from July 15th, 2024.

4. Working Schedule

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

*Business Trip and Working on Weekends or overtime on weekdays 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.

5. Salary

INR 30,000 per month (depending on the skill and experience, the total amount can be consulted).

*TDS 10% will be deducted.

6. Notes

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

7. Deadline for the application

June 23rd (Sun), 2024

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

8. Documents to be submitted

- 1) Entry Form
- 2) CV (Free format, not mandatory)
- 3) Certificate of graduate/ post graduate degree
- 4) Certificate of working experience (if any)
- 5) Recommendation Letter (not mandatory)

9. Contact Person

Shalini BISHT (Ms.)

The Japan Foundation, New Delhi

Assistant Director, Arts/Cultural Exchange

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