



Alliance Française

Madras - India

JOB DESCRIPTION

CULTURAL AND COMMUNICATION COORDINATOR

INSTITUTION	ALLIANCE FRANCAISE OF MADRAS 24 COLLEGE ROAD NUNGAMBAKKAM 600-006 CHENNAI
POST	CULTURAL AND COMMUNICATION COORDINATOR
REPORTING TO	Director
MAIN ROLE	Act as the event coordinator of each program, from end-to-end (preparation, execution, report) IMPLEMENTATION OF THE COMMUNICATION STRATEGY OF THE ESTABLISHMENT
	FUNCTIONS AND ACTIVITIES
SPECIFIC FUNCTION 1	Participate in the annual planning in coordination with the director <ul style="list-style-type: none">- Accessing requests for the Auditorium Rentals- Seeking out partnerships and co-organisers- Liaison/ Networking with other cultural institutions- Updating and maintaining the Auditorium planning
SPECIFIC FUNCTION 2	Organizes events from end-to-end (preparation, execution, report) including overseeing the technical and media related aspects : Definition of the general parameters of each programme <ul style="list-style-type: none">- Coordination of technical requirements- Definition of the global cost of the event Communication <ul style="list-style-type: none">- Planning the communication plan- Design of communication material- Coordinate Printing of communication material- Printing and Design of the newsletter- Communication with the Press and Media- Updating of the website and Facebook page of the AFM Management of the event <ul style="list-style-type: none">- Planning and organising technical equipment and performance space- Welcoming the audience and the journalists- Interpretation when required Management of logistics <ul style="list-style-type: none">- Liaison with Artists- Liaison with Vendors- Liaison with technicians- Planning travel and stay of touring artists. Coordinate and despatch communications by post / email to members, well wishers and general Public

SPECIFIC FUNCTION 3	<p>In close collaboration with the Director and Administration Manager, defining and implementing sustainable practices in the establishment for receiving the general public</p> <ul style="list-style-type: none"> - putting into place procedures for each type of event (concert, cinema, etc) - planning optimal use of space at the AF keeping in mind both the image of the AF and security - systematic updation of activities report - systematic updation of address lists organized according to the category of public.
GENERAL FUNCTION	
PROFESSIONAL SKILLS	<ul style="list-style-type: none"> - strong organizational and communication skills - sound interest in culture and events management - sound interest in media - very good knowledge English (Spoken, Oral) Tamil (Spoken) French (Optional) - good capacity to interact with various categories of professionals, of various nationalities: artists, head of cultural institutions, corporate managers, officials, etc... - good awareness about the identity and activities of Alliance Française of Madras - adaptation to a cross-cultural daily work situation - proficient in all aspects of MS Office applications. - proficient in the use of Indesign, Photoshop, Wordpress and social Media.
BEHAVIORAL SKILLS	<ul style="list-style-type: none"> - excellent communication skills - team spirit - flexibility in work timing - willing to work on weekends

Weekly schedule : to be defined

THE DIRECTOR