

## **Vacataire at French Institute in India - Mumbai**

Fixed term contract – to start from  
**1<sup>st</sup> October until 31<sup>st</sup> December**

### **Context:**

The French Institute in India (IFI) is a service of the French Embassy in India whose mission is to promote cultural, linguistic, educational and academic exchanges and partnerships between France and India.

The French Institute in India is looking for a “Vacataire” in Mumbai. The selected candidate will be placed under the hierarchical authority of the Audiovisual Attaché based in Mumbai and in turn the Director of the Institut Français en Inde

### **Job Profile:**

The candidate will be responsible for assisting the Audiovisual Attaché with the upcoming events to ensure their smooth running.

### **Principle role & responsibilities:**

- Follow-up of events organised by IFI in the audiovisual sector (Festivals, training workshops, hosting experts)
- Contractualisation, drafting of broadcasting rights agreement for French films for festivals
- Servicing: management of copies and communication material
- Logistical organisation of events: itinerary and production
- Research and writing
- Follow-up of the reception of all French VIPs at festivals.

### **Requirements:**

- Good interpersonal and writing skills
- Experience in the audiovisual sector
- Interest for culture and cinema
- Good knowledge of French cinema is an advantage
- An open-minded and resourceful individual with a pluridisciplinary background
- Excellent communication skills
- Knowledge of office automation tools
- Time management skills and capacity to meet deadlines

An application file (CV + Portfolio) should be sent only by **e-mail before 25/09/2022** at the following address: [jobs@ifindia.in](mailto:jobs@ifindia.in); [kku@ifindia.in](mailto:kku@ifindia.in)

**Note:** Only selected candidates will be contacted