

Vacataire at French Institute in India Mumbai, Maharashtra

Fixed term contract (5 months) – to start from
1st November 2025 until 31st March 2026

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, Maharashtra. 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 and team with the upcoming events to ensure their smooth running.

Principle Role & Responsibilities:

- Coordinate all logistical aspects of events and meetings related to the B2B IP market event scheduled in Mumbai in March 2026, including transport, bookings, reservations, and on-site logistics.
- Organize and manage scheduling, pick-ups, and accommodation for participants, experts, and guests during project-related activities.
- Facilitate communication and coordination between partners, vendors, and internal teams.
- Support project reporting by researching, drafting, and editing documents and press releases on industry developments and event outcomes.
- Support logistics for activities during the Indo-French year of innovation inauguration and events leading to it.
- Ensure smooth running of all project phases through proactive follow-up and troubleshooting of logistical issues.
- Handle the logistical reception and assistance for French and international guests at project events.
- Maintain documentation and records for project activities and event management.

Requirements:

- Proven project management experience, ideally in events, logistics, or the audiovisual/creative sector.
- Strong interpersonal, organizational, and time management skills.
- Excellent writing skills for report and press release drafting.
- Ability to work independently and manage multiple tasks under tight deadlines.
- Experience in stakeholder coordination and external communication.
- Fluency in English; knowledge of French and familiarity with the cultural or creative industries in India is a plus.
- Good command of office automation tools (Word, Excel, PowerPoint, etc.).
- Decent command over design tools such as Canva.
- Resourceful, open-minded, and adaptable with a multidisciplinary outlook.

Hiring Conditions:

Temporary Employee contract for 5 months on a full-time basis.
A certain flexibility in working hours is required.

Dates: from 1st November, 2025, to 31st March, 2026.
Applicants must currently reside in India.

Send your resume and cover letter by email to: mathieu.bejot@ifindia.in and mentioning the reference 'Vacataire IFI AV Mumbai' in the subject line of the email.

Deadline for applications: 20th October, 2025

Note: *Only selected candidates will be contacted*