

Pro Helvetia New Delhi supports and disseminates Swiss arts and culture in South Asia. We promote cultural exchange, develop and nurture long-term partnerships, initiate co-productions and support residencies.

We invite applications for the post of

Communication Manager (80%)

for our office in New Delhi. The Media & Communication Manager will be responsible for promoting / communicating the projects of Pro Helvetia in India and the region. The Communications Manager will work in collaboration with a wide range of stakeholders including staff members, media, and the public. In collaboration with the Pro Helvetia team, this person is responsible for developing the yearly outreach/communication plan of all institutional events and activities and use the appropriate tools and methodologies to implement the plan as well as identify potential partners.

Key Responsibilities

- Promote and communicate all projects at the regional level.
- Actively build and nurture media and partner networks for the office's activities.
- Manage and update the content of the website and social media channels.
- In charge of the yearly plan and strategy of the media and communication in cooperation with the LO Head.
- In charge of keeping track of all communication templates and guidelines as assigned by the head office.
- In charge of liaising with the press, other cultural partners in the region etc.
- In charge of maintaining and updating the mailing list.
- In charge of coordinating with graphic designers, editors and web developers.
- In charge of archiving information related to projects, managing databases etc.

Requirements

- An existing network with media people in the region, experience in networking, pitching campaigns etc.
- Experience in digital communication and managing online systems like CRM, working with web based image and text.
- Significant experience in generating targeted on-line media content and in using social media as an effective audience development tool
- Writing/editorial skills
- Instinct for detail, accuracy and organization combined with imagination and creativity
- Strong English language writing skills (Knowledge of German/French and regional languages an advantage)
- Ability to handle a range of projects simultaneously and in different geographies
- Intercultural sensitivity and understanding of the cultural concerns of the different environments the office operates in currently.
- Good team working skills.
- Relevant undergraduate degree/diploma in communications or related field
- Relevant work experience in managing communications in arts or allied industries (managing websites, on-line communication tools, social media and databases)
- Website design, technical skills and experience an advantage
- Experience in using image editing and design software an advantage

Please submit a motivation letter of no more than 300 words explaining how your skills and experience would prepare you for the role, together with a comprehensive but summary CV. Please also include in your motivation letter links to at least three examples of communication projects/campaigns that you have previously developed or managed. Please send your applications to apathak@prohelvetia.in.

Application Deadline: April 15, 2019