

# JAIPUR INTERNATIONAL FILM FESTIVAL-JIFF

## REQUIREMENT\*

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### **Chief Communication Coordinator/Assistant Director (One Post)**

For Jaipur International Film Festival and Library Academy Awards

- Experience 2 to 5 yrs
- Salary: 15000-20000\*
- Working hours: 10am to 7pm\*
- Qualifications: MA in Mass Communication OR MA in English,
- Location Jaipur\*
- Specialization in English Communication, Basic Computer Education and Email Communication, Working friendly with MS Word, Excel, PPT etc.

### **It is a varied role that includes-**

- English drafting
- English speaking
- Email communications
- Research
- Public Relations

### **Responsibilities**

- Liaising And Networking;
- Communicating With Film Makers Worldwide And Industry;
- Writing And Proofreading Copy;
- Maintaining And Updating Film Makers Databases;
- Conducting Market Research, For Example Using Film Industry Questionnaires And Focus Groups;
- Contributing To, And Developing, Marketing Plans And Strategies;
- Monitoring Competitor Activity;
- Traveling (India and Abroad)

## Skills

You will need to show:

- Communication And Interpersonal Skills;
- Analytical Skills;
- The Ability To Use Initiative;
- The Capacity To Work Under Pressure;
- Creativity;
- Drive;
- Flexibility;
- Numeracy;
- Teamwork;
- Influencing And Negotiation Skills;
- Oral And Written Skills – Hindi And English;
- Business Awareness;
- IT Literacy.

Job Type: Full-time / Permanent\*

Required languages:

- English
- Hindi

Send your CV/Biodata us at with 3 to 10 written lines why you want to Join Jaipur International Film Festival and how you will manage your work/duties/responsibilities:

Email: [jiffindia@gmail.com](mailto:jiffindia@gmail.com) or [director@jiffindia.org](mailto:director@jiffindia.org)

Mob/WhatsApp: +91-8003937961, T: +91-141-4055263

Last date for application submission/sending CV: 10 June 2018

Interview date: 13 to 20 June 2018

Results will be declared on: 22 June 2018

Joining date: 4 July 2018

Visit us – [www.jiffindia.org](http://www.jiffindia.org)

\*As agreement during the joining

JAIPUR 23 MAY 2018