

Job Title	Manager Education and Programmes
Department	Education and Programmes
Location	Bengaluru, India
Job Category	Middle Management
Purpose of the job	The job holder is expected to build sustainable partnerships and business growth across Attakkalari's Arts in Education initiative. Work with Attakkalari's Programmes team to design and successfully implement the Attakkalari India Education Festival in 2018. Work towards developing projects and programmes to meet the overall strategic objectives of the organisation
Main opportunities/challenges	<ul style="list-style-type: none"> • The development of Attakkalari India Education Festival 2018 with roles comprising business development, partnerships and project management • The business growth and sustainability of the Arts in Education initiatives of Attakkalari Centre for Movement Arts • The co-creation of projects and programmes with international cultural agencies, national funding partners, corporate establishments, artists and choreographers from India and internationally • The use of new media and digital marketing tools effectively to reach new audiences • The delivery and evaluation of projects and programmes in the highest standards
Main responsibilities	<p>Business, Delivery and Partnership Development</p> <ul style="list-style-type: none"> • To raise funding/sponsorship for Attakkalari India Education Festival 2018 • To work with the Programmes team in identifying potential partners/agencies who would look at building sustainable collaborations across the programmes strands of Attakkalari beginning with the Attakkalari India Education Festival • To look at the overall business growth of the Arts in Education initiatives of Attakkalari Centre for Movement Arts which comprise the National Dance Diploma Education, Schools Education Modules and the Community Dance Programme • To design and deliver innovative projects and programmes beginning in the local level at Attakkalari in Bengaluru moving onto national projects

- Identify and seek prospective partners/funders primarily for Attakkalari’s education initiatives and converting them into business/revenue
- Deliver projects through the highest standards of project and delivery management thereby meeting the organisation’s strategic goal
- Ability to write clear funding and business development proposal for prospective agencies and own up the capacity of following-up thereafter

Business analysis and financial management

- Have well defined working knowledge of drawing budgets and financial analysis for projects and education verticals of Attakkalari
- Planning and management of project and programmes budget – both income and expenditure; ensuring spend and profiling match the initial agreed target
- Have a very strong understanding of financial reporting, managing costs and expenses and identifying ways of closing financial gaps through on ground solutions
- Ability to interpret internal financial planning and reporting systems and demonstrate the reporting of data accurately across various meetings and focus groups

Stakeholder relationship and people management

- Keep a well-defined relationship with existing and prospective partners, partner-funders and collaborators to ensure sustainability
- Work on a well-defined plan with internal stakeholders and colleagues to reach the targets set out to the post holder
- Work with the Attakkalari Resources team to ensure financial compliances and risk management as per the organisations business policies and host the ability to foresee business risks

Monitoring and Evaluation

- Work with internal teams to integrate evaluation metrics across all projects and programme verticals and host the ability to report and implement them clearly

<p>Applicant’s competencies – will be used for shortlisting and the interview</p>	<ol style="list-style-type: none"> 1. Minimum 5 years work experience in Arts Management in India or abroad 2. Has hands-on experience in large-scale Arts in Education initiatives 3. Has experience in fundraising and ensured business growth of organisations/departments with measurable evidence 4. Experience of partnership and stakeholder management across large-scale projects and programmes 5. Hands-on experience of project and delivery management of large-scale arts projects, programmes and festivals 6. Robust working knowledge of financial management, budgeting, financial reporting of projects and programmes 7. Experience of working across diverse teams with effective goals being generated and known to be a team player 8. Writes and communicates clearly and holds thorough working knowledge of Microsoft Office suite programmes, digital and digital marketing tools and controls
<p>Attakkalari Centre for Movement Arts</p>	<p>Established in 1992, Attakkalari is a registered, public charitable trust formed by artistes from different disciplines to help create contexts for contemporary movement arts. Attakkalari has facilitated the development of an enhanced and extensive programme that includes national and international Platforms for Exchange and Performance; Strategic movement and Digital Arts development; Research and documentation; new performance works by the Attakkalari Repertory; a Diploma in Movement Arts and Mixed Media; and Education and Outreach programmes. As an umbrella organization, Attakkalari provides dynamic leadership and makes strategic intervention to stimulate the growth of a vibrant contemporary performing arts scene in the country.</p> <p>Attakkalari’s mission is to spread the reach of contemporary performance arts and to make dance a viable career option for young people. We work to empower young artists by giving them the necessary tools and training that will enable them to create fresh physical expressions related to their experiences, memories and thoughts. The company’s dance productions articulate human dilemmas and socially relevant ideas through a contemporary performance idiom. Through our outreach programmes we work with all communities, cutting across cultural and economic barriers, reinforcing our vision of a secular and pluralistic society.</p>

HR information	<p>Shortlisting and Interview</p> <ul style="list-style-type: none"> • In-station candidates shortlisted for the interview will be notified by HR of their face-to-face meeting • Outstation candidates shortlisted for the interview will be invited for a telephonic or Skype interview <p>Commitment and Probation</p> <ul style="list-style-type: none"> • Commitment timeline is at least 2 years with a probation period of 3 months. <p>Remuneration</p> <ul style="list-style-type: none"> • Salary will be commensurate with qualifications, experience and capabilities.
Last date of submitting application	Sunday, 17 December 2017,23:59 hrs
Prepared by	HR Version 1 23 November 2017

If you are interested and feel suitable for the role, please [apply here](#)