

Job Title	Production Manager
Department	Programmes – (Productions, National & International tours, Festivals)
Location	Bengaluru, India
Job Category	Middle Management
Purpose of the job	The job holder is expected to lead all the production related works at Attakkalari.
Main opportunities/challenges	<ul style="list-style-type: none"> • The development of Attakkalari Production House • The co-creation of production and programmes with international cultural agencies, national funding partners, corporate establishments, artists and choreographers from India and internationally
Main responsibilities	<p>Production and dissemination</p> <ul style="list-style-type: none"> • Responsibilities include leading the production and dissemination works of the national and international co-productions involving Attakkalari Dance Company and Attakkalari India Biennial (South Asia’s largest and most important festival of contemporary dance) • He/She will lead activities related to new productions, rehearsing the existing ones and touring performances to other cities in India and internationally. <p>Financial management</p> <ul style="list-style-type: none"> • Have well defined working knowledge of drawing budgets and financial analysis for productions. • Planning and management of project 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 • <p>Stakeholder relationship and people management</p>

	<ul style="list-style-type: none"> • 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 <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> • 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 3 years work experience in Arts Management/ Production in India or abroad 2. Candidates must have the initiative, independent decision making capabilities, creativity, leadership qualities and entrepreneurial flair to work in this position. 3. Has hands-on experience in large-scale production initiatives 4. Has experience in fundraising and ensured business growth of organisations/departments with measurable evidence 5. Experience of partnership and stakeholder management across large-scale projects and programmes 6. Hands-on experience of project and delivery management of large-scale arts projects. 7. Robust working knowledge of financial management, budgeting, financial reporting of projects and programmes 8. Experience of working across diverse teams with effective goals being generated and known to be a team player 9. Writes and communicates clearly and holds thorough working knowledge of Microsoft Office suite programmes, digital and digital marketing tools and controls 10. Candidates must have the initiative, independent decision making capabilities, creativity, leadership qualities and entrepreneurial flair to work in this position.

<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>
<p>HR information</p>	<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.
<p>Last date of submitting application</p>	<p>Thursday, 15th March 2018 ,23:59 hrs</p>
<p>Prepared by</p>	<p>HR Version 1</p>

	16-02-2018
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