

LALIT KALA AKADEMI

RABINDER BHAWAN, 35-FEROZESHAH ROAD, NEW DELHI

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Walk-In-Interview

**24<sup>th</sup> May, 2023 at 11:00 AM**

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Lalit Kala Akademi inviting application for Programme Assistant (3 Posts) purpose purely on contractual basis. Those who fulfil the required criteria may appear for walk-in- interview on Date- 24<sup>th</sup> May, 2023, Time- 11:00 AM at Board Room of Lalit Kala Akademi Rabinder Bhawan, 35-Ferozeshah Road, New Delhi.

Sr. No.	Post	Essential Qualification
1	Programme Assistant (3 Posts)	<ul style="list-style-type: none"><li>• Master's Degree in Fine Arts or Art History &amp; Criticism or Museology, Visual Arts and Applied Art from a recognized University.</li><li>• Candidate should have at least 3 years' experience in programming / events administration or management or working in Museum, Art or Cultural or Heritage Institution.</li></ul>

IMPORTANT INSTRUCTIONS :-

1. Interstate candidate should bring with them one set of education qualification document with experience certificate and resume.
2. No TA/DA will be paid for appearing in the interview.

## **Programme Assistant:**

### **Essential Qualification:**

Master's Degree in Fine Arts or Art History & Criticism or Museology, Visual Arts and Applied Art from a recognized University.

Candidate should have at least 3 years' experience in programming / events administration or management or working in Museum, Art or Cultural or Heritage Institution.

### **Desirable :**

1. Candidate should be able to demonstrate a clear understanding of Exhibition and Art related Programmes planning process and execution.
2. Excellent administrative, communicative and interpersonal skills.
3. Work with Curator to plan on strategies related to Exhibition.
4. Write proposals and floating of tenders.
5. Work on story boarding and labels.
6. Liaisoning with artists/curators/external contractors/curators.
7. Ability to work with a team.
8. Work with schools and local community groups.
9. Art management skills and assist with production and work for publishing of catalogues etc.
10. Coordinate with liaisons between subject specialist and designers and diplomats.
11. Create and monitor production and installation schedules for exhibitions.
12. Assist with installation, including the packaging, loading, handing and framing of exhibits.
13. Draw up and manage exhibitions budgets and fundraise for projects.
14. Arrange transport, insurance and security for exhibition/exhibits.
15. Work with other staff, such as conservators, archivists and technicians
16. Get involved in media work, such as talking to art critics
17. Master's Degree in Art Conservation from a recognized university

### **Age 30-45 years**

**Consolidated Salary for Programme Asstt. Rs. 35,000/-**