

WE'RE HIRING

Performing Arts Coordinator

The Performing Arts Coordinator will play a key role in assisting the Director of Performing Arts with the administration and organization of events, workshops, and seminars at KSV. This position requires strong organizational, communication, and multitasking skills to ensure the smooth execution of performing arts programs. This is a full-time, non-residential position located at KSV's campus.

REQUIREMENTS

- Degree in Performing Arts, Administration, Event Management, or related field
- Minimum of 3 years of experience in administration or program management
- Strong computer, organizational and time-management skills
- Ability to work under pressure and handle multiple projects simultaneously
- Good knowledge about Indian classical music and dance
- Experience with budgeting, scheduling, and liaising with artists is an advantage

RESPONSABILITIES

- Assist the Director in planning and coordinating music and dance programs
- Organize concerts, performances, and workshops
- Manage event logistics, including venue preparation, technical support etc
- Maintain records of performances, student progress, and artistic development
- Support visiting artists and faculty by handling travel, and accommodations etc

FACILITIES

- Competitive salary and benefits depending on experience
- Mid-day meal is provided
- KSV is an equal-opportunity employer

INTERESTED

Before 15/03/25,
send your resume to:
resume@ksv.org.in



**Kalkeri
Sangeet
Vidyalaya**