

**KALAKSHETRA FOUNDATION**  
**An Autonomous body under Ministry of Culture, Government of India**  
**Thiruvanmiyur, Chennai 600041**

**Appointment of Consultant (Outreach Coordinator) on contract basis**

Kalakshetra Foundation invites application for engagement of a Consultant to work as Outreach Coordinator on contract basis for a period of one year. Interested persons may apply in the prescribed format attached, supported by attested copies of testimonials, to the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai-600 041, to reach on or before 15 days from the date of publication of this advertisement. The details of consultancy areas are as under –

**Consultant (Outreach Coordinator)**

**Eligibility Criteria**

- (i) Degree from a recognized university **or** Diploma/ Post-Diploma from Kalakshetra Foundation
- (ii) Excellent communication and drafting skills in English
- (iii) Knowledge in the field of art and culture especially in the field of Bharatanatyam / Carnatic Music
- (iv) Knowledge of Tamil

**Job Profile**

- (i) To formulate proposals for conduct of workshops/cultural programmes within India and outside India.
- (ii) To correspond with outside agencies for implementation of proposals.
- (iii) To submit budget requirements with supporting papers for administrative approval and financial sanction.
- (iv) To effectively undertake the Outreach Projects in India and in abroad from the planning stage up to execution including complying with government stipulations and obtaining clearances from Ministries concerned.
- (v) To submit the expenditure statement after the event is over.
- (vi) To organize art management courses in collaboration with outside organizations.
- (vii) Conduct heritage walks

**Age Limit:** Not more than 62 years as on the closing date of receipt of applications.

**Remuneration:** Rs.30, 000/- per month (Consolidated inclusive of TDS)

**PROFORMA FOR APPLICATION FOR THE POST OF**  
**CONSULTANT (OUTREACH COORDINATOR) ON CONTRACT BASIS**

1. Name and address (in Block letters):

Affix self  
passport size  
photograph

2. Date of Birth (In Christian era):

3. Educational Qualification (Photocopy to be attached)

<b>Sl.no</b>	<b>Qualification</b>	<b>Board / University</b>	<b>% of marks</b>
.			
1			
2			
3			
4			
5			

b) Technical Qualification (Photocopy to be attached):

<b>Sl.no</b>	<b>Qualification</b>	<b>Board / University/ Institution</b>	<b>% of marks</b>
.			
1			
2			

4. Details of Experience (Chronological order):

<b>Sl.no</b>	<b>Designation</b>	<b>Name of the Organisation</b>	<b>Duration of Service</b>	<b>Area of experience</b>
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1				
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5. Languages known:

<b>Sl.no</b>	<b>Language</b>	<b>to read</b>	<b>to write</b>	<b>to speak</b>
.				
1				
2				
3				

1. Mobile No.
2. Email ID
3. Any other information:

#### **Declaration**

I hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected, my candidature will stand cancelled and my all claims for the recruitment will stand forfeited. I also understand that in case of selection, the appointment is purely on temporary basis with no opportunity/claim for regular appointment.

Place:-

Date:-

Signature of Candidate

