



Position – Culture Intern (RISE)

ABOUT:

*Alliance Française de Delhi is a leading cultural and educational institution promoting the French language and culture in India. We are seeking a dynamic and skilled Culture-RISE Intern to assist in the seamless execution of the RISE - a flagship educational event focused this year on the theme “**Creating Cultures for Innovation**”. The intern will play a key role in supporting the preparation and delivery of this special event, which connects higher education institutions, cultural stakeholders, and creative partners.*

KEY RESPONSIBILITIES:

- In coordination with the Culture team and the RISE event curator, Ms. Vaishali Gupta, a Board member of AFD, manages all processes involved in delivering the RISE event, including budgeting, bookings (travel and hospitality, external venues, etc.), identifying partners, organizing technical requirements, and managing permissions.
- In coordination with the Cultural and Communication department, assist in designing and printing communication tools and preparing event reports.
- Coordinate with schools/NGOs/institutions with regards to workshops, events, allocation of agenda etc.
- Should be comfortable managing a busy schedule, engaging in big meetings and planning sessions.
- Perform any administrative tasks that might be necessary for the delivery of the overall work of the cultural department.

SKILLS & EDUCATIONAL QUALIFICATIONS:

Educational Qualifications

- Bachelors in Cultural Management/ Public Relations (PR) or any other field relevant to the post.
- Prior experience in educational event organization or a related field is appreciated.
- Should be flexible with long hours, dynamic workload, and important meetings.
- Excellent English writing skills adapted for digital platforms.

- Basic knowledge of Canva or any design tools.
- Basic Knowledge of social media sites and marketing trends.
- Eye for detail.
- Engaging in impromptu meetings
- Eager to learn with time management skills and the capacity to meet deadlines.
- Ability to connect with different audience profiles
- Team Player.

HOW TO APPLY:

If interested, kindly send your CV + Cover Letter at career@afdelhi.org **latest by 18th August 2026.**

Specify subject of the message as **Application for “Rise Intern_Your Name”**

For any queries contact: hr_coordinator@afdelhi.org

Important:

- Fixed term duration of 2 months – Sept 2026 to Oct 2026
- On-Site internship (Fulltime 8:30am to 5:00pm)
- **Monthly Stipend:** Rs. 17,000/- Gross Per Month
- **Start Date:** Immediately (preferred)
- Resume / CV
- Motivation Letter
- Photo

Please note - Thank you for your application. We will only be contacting shortlisted candidates for this position. If you do not receive any further communication from us, please consider that your application was not selected on this occasion.