



Alliance Française de Delhi

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 **“The Role of the Arts and Design 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 organizer, 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.
- Manage things related to workshops/schools/universities
- 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.

KEY QUALIFICATIONS

- Bachelor's in Cultural Management/ Public Relations (PR)
- 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.
- 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 and Cover Letter to: career@afdelhi.org by the 04th July 2025

Subject line: Application for “Cultural Intern – RISE”

For any queries, contact: hr_coordinator@afdelhi.org

IMPORTANT DATES:

- Period: 3 months
- Monthly Stipend: Rs. 17,000
- Start Date: 10th August 2025 till 10th November.

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.