



Alliance Française de Delhi

POSITION – CULTURE INTERN

ABOUT:

Alliance Française de Delhi, a leading cultural and educational institution dedicated to promoting the French language and Francophone cultures in India, invites applications for the position of **Culture Intern**.

This internship offers a unique opportunity to actively contribute to two major institutional milestones:

- The upcoming Francophonie Month (March), with a special focus on the Francophonie Mela.
- The launch of Alliance Française de Delhi's 70th Anniversary celebrations (April).

ABOUT THE ROLE:

Under the supervision of **the Head of Culture**, and under the authority of **the Director and Deputy Director**, the intern will support the planning, coordination, and execution of cultural activities throughout the busy spring season. The role involves a dual focus: ensuring the smooth delivery of the Francophonie Mela in March, and subsequently applying these event management skills to the preparation of the 70th Anniversary events in April. The intern will collaborate closely with internal teams and external stakeholders (embassies, partners, artists) for both events.

KEY RESPONSIBILITIES:

General & Francophonie Month (February - March):

- Assist in identifying and coordinating with Francophonie embassies, cultural partners, vendors, and collaborators.
- Support the organization of technical requirements, permissions, and invitations for Francophonie Month events.
- Work closely with the Cultural and Communication departments on the design, printing, and dissemination of communication materials.
- Participate in planning meetings and coordination sessions with partners and stakeholders.
- Assist in on-ground event management during the Francophonie Mela.
- Handle administrative tasks related to the overall functioning of the Cultural Department as required.

70th Anniversary Celebrations & Special Initiatives (April):

- Liaise effectively between different AFD departments, outside partners, and the Directors to ensure seamless information flow and coordination for the anniversary celebrations.
- Support the logistical preparation and execution of the 70th Anniversary flagship events, such as the Grand Ball.
- Coordinate with corporate sponsors and partner NGOs regarding the 70th-anniversary social impact initiative: providing one year of free French language learning to young Indians supported by local NGOs.
- Assist in coordinating invitations, guest lists, and venue arrangements for the anniversary festivities.

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.
- Knowledge of French at least B1 level.
- Ability to manage schedules, meetings, and coordination tasks efficiently
- Basic knowledge of Canva or any design tools.
- 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 26th January 2026. Subject line: Application for "Cultural Intern, Your Name_2026."

For any queries, contact: hr_coordinator@afdelhi.org

IMPORTANT DATES:

- Period: 3 months (on-site internship)
- Monthly Stipend: Rs. 17,000
- Start Date: 5 February 2026 until 30 April 2026.
- Office timing: Monday to Friday from 9:30 am to 6:00 pm.

Please note that 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 for this position.