



## **Course Coordinator - Drama School Mumbai | Mumbai**

### **About Drama School Mumbai:**

The [Drama School Mumbai](#) was founded in 2013 to forge a new generation of theatre-makers who will go on to redefine the theatrical landscape in India.

India's best theatre-makers have come together to create a collaborative pedagogy based in a robust curriculum, the results of which already reflects in the success stories of around 100 alumni of our last 7 batches, all of whom are now in the sector, creating stories for new audiences, and contributing to the creation of a more meaningful cultural landscape.

The Drama School Mumbai also works to promote the awareness of theatre and its processes to a wider audience interested in exploring and understanding the medium for themselves through shorter workshops, lectures and regular presentations of work created by the students and faculty.

### **Role Profile and Outline: (Full Time)**

We are looking for a person to work closely with the Course Manager of the organisation, and coordinate and manage all activities of the organisation with specific focus to the Post Graduate Diploma Programme and other courses of the DSM.

This is a long term career track position that can grow into a leadership position in the school managing a team of coordinators, interns, and assistants as the school expands its course offerings.

### **Roles and Responsibilities:**

- Managing all logistical and administrative activities on ground and co-ordinating the running of all the courses run by DSM.
- Liaising with faculty, students and any other relevant stakeholders to ensure the smooth running of the courses/workshops run by DSM.
- Maintaining all documentation and records for the activities of the DSM.
- Assisting for all workshops and events conducted and hosted by the DSM.
- Coordinating with the communications team for outreach activities where required.
- Maintaining budgets for all activities of the DSM.
- Generating monthly reports and presenting it to the team.
- Calculations of faculty payments
- Assisting in creating time tables for relevant courses

### **Key Requirements:**

- Any Graduate.

#### **Correspondence Address:**

**Drama Schools Foundation Mumbai**  
3rd Floor, Mumbai Marathi Sahitya Sangh,  
Dr Bhalerao Rd, Kelewadi, Girgaon,  
Charni Road (East), Mumbai - 400 004.

+91 9619336336 | [info@thedramaschoolmumbai.in](mailto:info@thedramaschoolmumbai.in)  
[www.dramaschoolmumbai.in](http://www.dramaschoolmumbai.in)

CIN No. U74999MH2016NPL283780

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- Minimum 2-3 years of experience in the administrative and coordination work.
- Should be well versed and proficient in MS office.

**Skills:**

- Strong ability to understand projects tasks, track them, and follow up to ensure completion.
- Should be able to coordinate and liaise with multiple team members and play a central position in keeping teams on track on all projects.
- Good communication and interpersonal skills. Should have the ability to coordinate between departments for smooth functioning of activities at DSM.
- Good computer skills and should be proficient in MS Office.
- Should be able to generate and present reports.
- Good organisational skills for resource, space and asset management.
- Excellent time management skills, should be able to meet deadlines set by the immediate line manager.
- Interest and experience in the higher-education/theatre sector.

**Reporting to:**

Course Manager or anyone designated by him/her.

**Type of Employment:** Full Time.

**Working Hours:**

- Full Time Monday-Friday and two Saturdays will be working.
- Compensatory leaves will be provided if you are asked to work on a company holiday.

**Remuneration :**

Rs.2,16,000 - Rs.3,00,000 p.a. (CTC all inclusive) depending on the prior experience and qualifications of the candidate.

**To Apply:**

Send us an email at [companymanager@thedramaschoolmumbai.in](mailto:companymanager@thedramaschoolmumbai.in) with the subject line stating 'DSM Course Coordinator'. The email should contain the following

- A cover letter (at least 150 words long) explaining why you want to do this job, and why you should be hired for the role.
- An updated CV outlining relevant work experience.
- Contact information of two references from previous employment.

Information about the organization can be found at [www.thedramaschoolmumbai.in](http://www.thedramaschoolmumbai.in)

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