



Role Profile - Junior Course Advisor at Drama Schools Foundation Mumbai(DSM)

Location: Mumbai

About Drama Schools Foundation 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 Full-time Junior Course Advisor to work closely with the Programme Manager & the sales team, who will coordinate and manage sales activities of the organisation in coordination with the course advisors with specific focus to the courses & workshops offered by DSM.

Roles and Responsibilities:

1. Actively selling the programmes and workshops offered by the DSM.
2. Work with the Programme Manager to promote the course through multiple online and offline channels.
3. Hitting all sales targets for every event and activity, as outlined in the overall organisational plan.
4. Keep a track of the database and work on ways to build and enhance it
5. Regular data collection at all events/activities of DSM, and running existing systematised processes to collect and record data.
6. Responding to all incoming queries received for various activities and programmes
7. Assisting the sales team in other daily sales activities and/or doing any other work delegated by the team.



Key Requirements:

- Education: Graduates from any stream
- Experience: 1-2 years experience in sales
- Should be well-versed with Google Drive including working on google spreadsheets & google documents.
- Should be proficient in MS Office & MS Excel.

Skills:

- Good communication and interpersonal skills. Should have the ability to coordinate between departments for smooth functioning of activities at DSM.
- Good computer skills
- Some experience in arts/dramatics will be an added advantage

Other Requirements:

- You will work remotely in the initial months of employment and will start working from a physical place later which will be in Mumbai.
- As this is a WFH job the candidate is expected to have a laptop & a good working internet connection.
- You will get a company SIM card. Phone will have to be arranged by you.

Reporting to: Programme Manager

Type of Employment: Full Time

Working Hours:

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

Remuneration :

Rs.1,20,000 - Rs.1,44,000 p.a. (excluding applicable taxes by law) depending on the prior experience and qualifications of the candidate.

To Apply:

Write to us at – companymanager@thedramaschoolmumbai.in with:

- The subject line as 'Resume for the post of Full-time Junior Course Advisor'
- Your current and complete C.V.
- Cover letter stating why you would like to take up the job.
- Two reference contact numbers of people who know you in a professional capacity.