



Junior Residency Officer - Drama School Mumbai | Wai **SHORT CONTRACT - FULL TIME**

About Drama School Mumbai:

Drama School Mumbai (DSM) 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 the 120 alumni from our last 9 batches, all of whom are now in active as actors, directors, producers, trainers in theatre, film, television and other mediums.

The DSM 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.

Job Description: Junior Residency Officer(JRO)

We are looking for a person to work closely with the Course Manager & Residency Manager(RM) who is preferably located in Mumbai, and coordinate and manage all activities of the Residential Semester which will be conducted at The Yellow Retreat, Wai (Maharashtra)

Residency (Full Time 24/7): January 4th 2023 - 22nd -Apr-2023 (Extendable by two Weeks).

Post Residency (Part Time): April 24th 2023 - May 8th 2023

Roles and Responsibilities:

- To take overall responsibility for all norms and functionings of the residential space for the successful execution of the residential course.
- To ensure the implementation of the rules and systems set in place by the DSM and the venue partners.
- To ensure the maintenance of the systems which students and faculty use to work and co-exist harmoniously.
- To update the DSM regularly on progress of all matters related to the residency.
- To closely coordinate and work with the residency venue partner and venue staff to ensure effective maintenance of all teaching and residential spaces.

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
www.dramaschoolmumbai.in

CIN No. U74999MH2016NPL283780

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- To ensure that all supplies and logistics required for the effective functioning of the residency are in place and executed.
- To be the first point of contact for students and faculty for all residential matters.
- To oversee the adherence to all health and safety protocols in the space, especially around all Covid-19 protocols required for the safe functioning of the residency.
- Assist the RM in maintaining the attendance sheets and generating other reports.
- Assist RM during handovers between outgoing faculty and incoming faculty
- Be available to the students for practical day to day queries and complaints and convey them to the RM.
- All the above roles and responsibilities will be handled in consultation with the RM.

Applicant Profile:

- Ideally based in Mumbai/Pune with an understanding of Marathi.
- Strong ability to understand project tasks, track them, and follow up to ensure completion.
- Ability to coordinate and liaise with multiple team members and play a central position in keeping everyone on track.
- Good interpersonal skills.
- Good follow up and task tracking skills.
- Good leadership skills, taking charge of situations where necessary.
- Good computer skills, especially the use of MS office (especially excel spreadsheets, word-processing documents).
- Good organizational skills for resource management space and teaching asset management.
- Excellent time management.
- Interest and Experience in the theatre sector in general and the Drama School Mumbai in particular would be preferable.

Salary: Lump sum of: Rs. 80,000/- (Less applicable taxes as per law)

Duration:

- Full Time (availability at all hours) 4th of January 2023 - 22nd April 2023 at location (Wai), (15 - 16 weeks)
- Part time (2 weeks Post residency, for close up of matters).

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The Applicant is required to stay at residency, (without any exit or entry except for emergency essential matters as deemed by the school and venue partner)

Experience: 0-1 Year experience. Preferably a female candidate.

Education: Graduate or Postgraduate

Reports to : Residency Manager

To Apply:

Send us an email at pkoppikar@thedramaschoolmumbai.in with the subject line stating 'JUNIOR RESIDENCY MANAGER'.

The email should contain the following -

- 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

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