



**Role Profile -: Executive Administrative Assistant at Drama Schools Foundation
Mumbai(DSFM)**

Location: Mumbai

The Drama Schools Foundation Mumbai:

The DSFM seeks to build a better society by weaving the transformational power of theatre into the fabric of everyday life. To help every individual on their journey to become fully-actualized human beings ready to be pro-active members of an inclusive, open, and tolerant society. It does this by running multiple initiatives and organizations, and collaborating and tying up with other partners also working towards similar goals.

Since 2008, those of us who believed this came together on a journey that saw the creation of Theatre Professionals Pvt. Ltd, which subsequently seeded the Drama Schools Foundation Mumbai (est 2016). Drama Schools Foundation Mumbai (DSFM), is a Section 8 non-profit company, professionally run by Jehan Manekshaw, Managing Director, who works closely with the leadership teams of the foundation's various initiatives, and oversees overall strategy and fundraising.

- Drama School Mumbai: Forge a new generation of theatre-makers, who perform, create-content, and work in multiple ways with society.
- Ekalavya.art: Make high quality actor training accessible to thousands.
- Theatreशाला: Enrich teaching and learning in supported schools through drama.
- Unrehearsed Futures: Curate global talks on advancements in theatre practice and pedagogy
- TP HRD (For Profit Concern): Develop soft-skills and leadership qualities for corporates.
- TP Education (For Profit Concern): Enhance teaching and learning in K-12 Schools.
- DSMx (2024 onwards) (Envisaged): Incubate New Plays a
- The Mumbai Theatre District (Envisaged): Revive theatres in the Girgaum area to make great plays.

Reports to: Office of the Director, Strategy and Vision.

Role Profile and Outline: (Full Time)

We are looking for a Full-time competent Executive Administrative Assistant who can manage our company's administrative work effectively & to provide administrative support in a well-organized and timely manner. He/She will work closely with the Director DSFM, and Sr.

Management team to help them manage their calendars and assist them in the logistical functions of their tasks.

Roles and Responsibilities:

1. Handling day to day office tasks, such as filing, generating reports and presentations, setting up for meetings.
2. Providing real-time scheduling support by booking appointments and preventing conflicts.
3. Will be one point of contact for all departmental heads & directors to book appointments.
4. Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
5. Generating reports, transcribing minutes from meetings, creating presentations, and conducting research.
6. Sending formal emails to internal & external stakeholders.
7. Should be able to make bill payments & handle other bank and administrative work .
8. Should be willing to travel locally if the need arises & as per requirement.
9. Anticipate the needs of others in order to ensure their seamless back end work..
10. Should be able to handle the overall backend administrative & HR work .
11. Coordinate between departments and have the tasks fulfilled.
12. Keep a check on office supplies & reorder levels.

Key Requirements:

- 2-3 years experience in the same field.
- Graduate in any stream.
- Should be well-versed with Google Drive including working on google spreadsheets & google documents.
- Should be proficient in MS Office & MS Excel.
- Should know to manage Google calendars
- Should be willing to do fieldwork.

Skills:

- Good communication and interpersonal skills.
- Strong vendor management skills.
- Excellent scheduling and logistic planning skills.
- An eye for detail.
- Understanding tasks with complete understanding of the bigger project the task is a part of.
- Excellent computer skills, able to pick up knowledge of productivity software, and build systems and processes around all responsibility areas they have.

Reports to: General Manager Operations, DSFM

Type of Employment: Full Time

Working Hours:

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

Remuneration: Between Rs.3,00,000/- to Rs.3,60,000/- (less applicable taxes) depending on the past experience of the candidate

To apply:

- Please send in your updated CV to companymanager@thedramaschoolmumbai.in
- Subject Line **Executive Administrative Assistant**