



Residency Manager - 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 80+ alumni from our last 6 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: Residency Manager (RM), Wai.

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

Prep work (Part-Time): 15th April 2024- 16th May 2024

Residency (Full Time 24/7): 17th May 2024 - 30th Sept 2024 (Extendable by two Weeks).

Post Residency (Part-Time): 30th Sept 2024- 14th October 2024

The RM shall be responsible for the overall functioning of the residency, being the central point of coordination with faculty and students to ensure the successful teaching and living conditions of the residency throughout. They will keep the DSM main office in Mumbai and Venue Partners updated and take guidance support and guidance from them to ensure the effective running of the residency.

Roles and Responsibilities:

- To take overall responsibility for all norms and functionings of the residential space for the successful execution of the residential course as per 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 the 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.
- 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.

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 spreadsheets, and word-processing documents.
- Good organisational 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. 1,20,00/- depending on the candidate's experience.

Duration:

Job commences immediately:

- Part-time April 4 weeks. WFH - Trips to Wai.
- Full Time (availability at all hours) 17th May 2024 - 30th Sept 2024 at location (Wai) (19 - 20 weeks)
- Part-time (Post-residency, for a close-up of matters). WFH



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: Minimum 2 years (Required)

Education: Graduate or Postgraduate

Reports to: Sr Course Manager

To Apply:

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

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