

Directorate of Film Festivals  
**Ministry of Information & Broadcasting**

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**Dated:** 6<sup>th</sup> October, 2020

**Sub:** Engagement of professionals purely on contract basis for the 51<sup>st</sup> IFFI, to be held from 16-24 January, 2021.

Directorate of Film Festivals invites eligible and prospective professionals purely on short term contract basis to work in Directorate of Film Festivals (DFF), Ministry of I&B for organizing 51<sup>st</sup> International Film Festival of India in hybrid format.

The details of eligibility, educational/professional qualifications, work experience and other terms and conditions of the contractual engagement, is as under:

**1 Asstt Film Programmer (Number of posts 04):**

- Graduate/Post Graduate degree in Journalism/ Media & Entertainment/ Mass Communication/ Film Study from a recognized institute/ university.
- Good command in spoken and written English.
- Computer skills in new interactive media & knowledge of MS office (word, power point & excel etc)
- The candidate should have experience in management of travel, issuances of VISA from authorities of the respective countries and handling national/international guests.
- One year work experience related to International Film Festival/Film Programming.
- Thorough knowledge of world cinema
- The candidate should have the ability to manage specific sections of International Film Festival .

**2 . Festival Coordinator – (Number of posts 3)**

-Graduate/Under graduate degree preferably in Journalism/ Media & Entertainment/ Mass Communication/ Film Study from a recognized institute/ university.  
-Thorough knowledge of cinema  
-Good command in spoken and written English.  
-6 months experience year work experience related to Film Festival/  
Film Programming  
-Candidate should have experience of process of film selection and handling of various jury of the festival and guests of National and International stature.  
-The candidate should have experience in assessment/ management of technical requirement for conducting Master classes/workshops/interactive sessions, travel and logistics arrangements, Event Management etc.

**3 . Delegate Registration – (Number of post 1)**

-Bachelor in Computers or Graduate from a recognized institute/ university with good command on computer programming.  
-Strong communication skills (spoken & written).  
-1 year work experience related to maintenance of website

**4 . Film Scheduler – (Number of post 1)**

-Graduate/ Post Graduate degree preferably in Journalism/ Media & Entertainment/ Mass Communication/ Film Study or from a recognized institute/ university.  
-Good command in spoken and written English.  
-Computer skills in new interactive media & knowledge of MS office (word, power point & excel etc.,)  
-1-2 years work experience Film Festival Scheduling or Programming or slotting.  
-Thorough knowledge of cinema

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**5 . Festival Assistant – (Number of posts 1) at Goa**

- Graduate/Undergraduate in any discipline from a recognized institute/ university.
- Good command over new and interactive media & knowledge of MS office (word, power point & excel).
- Preferably 1 years work Experience related to Film Festival/office work like maintaining of office files.

**Note :** Interested candidates may send their CVs at [vacancy.dff@gmail.com](mailto:vacancy.dff@gmail.com)