

## Arts

Additional qualifications April 2000, web Designing Course with above average computer skills Education Details

January 2000 to January 2001 Bachelor of Arts Sociology Mumbai, Maharashtra The Mumbai University

January 1998 to January 2000 Bachelor of Arts Sociology Sophia College

January 1997 to January 1998 H.S.C. Sophia College

January 1995 to January 1996 S.S.C. St. Teresa's Convent High School

Head business development, arts

Head business development, arts

## Skill Details

## Company Details

company - British Council

description - Responsibilities

Strategic oversight responsibility for programmes in the performing arts (music, theatre and dance) and other cultural sectors.

Lead on the conception and oversight of specific large-scale programmes within the overall Arts programme,

Represent the British Council at external events in India and act as deputy to the Director, Arts when required.

Oversee and manage resources to deliver compelling communications for applicants that convey

British Council's grants like Charles Wallace India Trust, Young Creative Entrepreneurs and

Chevening Clore scholarship programs on time and with excellence

Shortlisting and interviewing potential applicants for existing relevant grants or fellowships.

Oversee a diverse range of proposals, progress reports and related projects

Ensuring effective and timely identification and communication of program progress

Lead a team of six project managers across the country and manage the performance of the team

Responsible for executing arts projects with partnerships built into their work, expertise within their

geographic region to ensure arts insight and knowledge is available as and when required.

Managing relations with existing partners, and developing relationships with targeted new partners and key government officials and ensuring that market insight into business development

opportunities is built into the planning of new programmes

Primary strategic responsibility for the marketing of the Arts program in India, to ensure that the program builds a reputation that will be attractive to potential partners, in partnership with the

Marketing and Communications team.

company - British Council

description - is a cultural relations organization creating international opportunities for the people of the UK and other countries by building trust between them worldwide. They have offices in six continents and over 100 countries bringing international opportunity to life, every day. Each year they work with millions of people, connecting them with the United Kingdom, sharing their cultures and the UK's most attractive

assets: English, the Arts, and Education. They have 80 years' experience of doing this

company - British Council

description - Responsibilities

Leading the strategic development of British Council's work in the music sector in India/ Sri Lanka

region and building and maintaining strong international partnerships across sectors in India/ Sri

Lanka and the UK

Developing strong external partnerships that lead to significant external investment in BC activities and enabling the delivery of an ambitious programme of music sector activities and events thus

strengthening cultural relationships between India/ Sri Lanka and the UK

Leading the implementation of the music programme within India and Sri Lanka along with detailed

project plans in liaison with colleagues from India/ Sri Lanka and the UK

Proactive management of budgets and timelines for all projects

Ensuring systematic evaluation of projects, including developing effective systems and processes for capturing both quantitative and qualitative information about effectiveness of projects and longer

term impact

Management of a team across India and Sri Lanka, contributing to recruitment and development/

mentoring of staff

company - British Council

description - Responsibilities

Planning and organizing logistics related to events, buildings, performers/artists and other

personnel

Marketing a performance or event through social media, direct mail, advertising, use of a website,

producing posters or publicity leaflets and attracting media coverage

Planning and managing budgets

Programming and booking performances and events, including arrangements for tours in India

Development of new projects and initiatives in consultation with arts professionals and key

stakeholders (e.g. local authorities, local government and communities, venue directors and regional partners)

Taking responsibility for operational and office management issues such as venue accessibility,

health and safety issues

Implementing and maintaining office and information systems

Providing administration support to managers and the director

Ensuring corporate and legal requirements are complied with, and reporting to the head of the unit

company - British Council

description - Responsibilities

Developing of new specific new projects and initiatives in the music, film and visual art sector in consultation with the Council

and key stakeholders

Planning and managing budgets

Supporting the marketing a performance or event through social media, direct mail, advertising, use of a website,

producing posters or publicity leaflets and attracting media coverage

Programming the outreach and workshops for the respective programmes.

company - AirCheck India

description - The company intended to launch stations in both these metros on August 29, 2001.

For its Mumbai FM station, IN had the basic infrastructure that includes a studio and production facilities.

The transmission tower for the station is located in central Mumbai.

#### Responsibilities

Generating and researching ideas for programmes and pitching for commissions

Sourcing potential contributors and interviewees

Selecting music appropriate to the programme, the audience and the station

Producing pre-production briefings for presenters, reporters, technical staff and other contributors

Managing the logistics of getting people, resources and equipment together to the right place at the right time

undertaking editing, interviewing and reporting duties as necessary

Presenting programmes or managing presenters for both pre-recorded and recorded output

Checking that copyrights are cleared and understanding media law

Using editing and mixing software's like 'Sonic Foundry Vegas', 'Sonic Foundry Sound Forge', 'Acid', and 'Midi'.

company - Rave Magazine

description - Rave Magazine as the definitive voice of music emerging from the Indian sub-continent and the lifestyle

that surrounds it. Through exclusive reporting, a unique sensibility, and with an editorial team with over 20

years of experience in publishing, RAVE Magazine covers every genre of music emerging from the region and provides new perspectives on International music.

#### Responsibilities

Maintain production schedules and report on the progress

Oversee the staff, manage and supervise photographers and freelance writers and generally

provide administrative support for the editor

Participated in production meetings and brain storming sessions to decide on the direction, future

trends and contents of the publication

company - Xs Events

description - Xs Events is an event management company primarily dealing ith corporate clients ho used different

events to increase an audience's exposure ith a brand.

## Responsibilities

Development, production and delivery of projects from proposal right up to delivery.

Delivering events on time, ithin budget

Maintaining timelines and priorities on every project

Managing supplier relationships

Managing operational and administrative functions to ensure specific projects are delivered

efficiently

company - Banyan Tree Communications

description - Responsibilities

Sourcing potential contributors and interviewees

Selecting music appropriate to the programme, the audience and the station

undertaking editing, interviewng and reporting duties as necessary

Checking that copyrights are cleared and understanding media la

company - French Embassy

description - on a part time basis.

company - British Council

description - Mumbai

Advice students on various academic opportunities in the United Kingdom and assisted ith various

exhibitions by the British Council.