

**NATIONAL FILM DEVELOPMENT CORPORATION LTD (NFDC)**

(A Government of India Enterprise)

5<sup>th</sup> Floor, NMIC Building, NFDC – FD Complex, 24, Pedder Road, Cumballa Hill, Mumbai – 400 026

CIN – U92100MH1975GOI022994

Advertisement No. 013

Invites application for the following posts on contractual basis for Film Bazaar 2024

**SENIOR PROGRAMMER (CO-PRODUCTION MARKET) FEATURE FILMS & NON-FEATURES FILMS (DOCUMENTARIES) – 2 Posts (from 1<sup>st</sup> July to 30<sup>th</sup> November 2024)**

<b>Educational Qualification</b>	:	Graduate in Mass Communication/Film Studies/ Humanities
<b>Experience</b>	:	7 years relevant experience
<b>Desirable</b>	:	Work Experience in International Film Festivals or Film Production House
<b>Job Responsibilities</b>	:	1. Research/Study of delegate profiles applying to Co-production Market 2. Drafting/Creating templates for production based requirements (Like social media and emailer) 3. Technical/Production based coordination for Co-Production Market. 4. Coordination and communication with evaluators & selected projects of CPM. 5. Maintaining and Updating Meeting infrastructure for Participants of the Co-Production Market.
<b>Age</b>	:	Up to 45 years
<b>Remuneration</b>	:	Consolidated pay of Rs. 70,000/- all inclusive

**JUNIOR PROGRAMMER, FEATURE FILMS & NON-FEATURES FILMS (DOCUMENTARIES) – 2 Posts (1<sup>st</sup> July to 30<sup>th</sup> November 2024)**

<b>Educational Qualification</b>	:	Graduate in Mass Communication/Film Studies/ Humanities
<b>Experience</b>	:	3 years relevant experience
<b>Desirable</b>	:	Work Experience in International Film Festivals or Film Production House
<b>Job Responsibilities</b>	:	1. Research/Study of delegate profiles applying to Co-production Market 2. Drafting/Creating templates for production based requirements (Like social media and emailer) 3. Technical/Production based coordination for Co-Production Market. 4. Coordination and communication with evaluators & selected projects of CPM. 5. Maintaining and Updating Meeting infrastructure for Participants of the Co-Production Market with Senior Programmer.
<b>Age</b>	:	Up to 45 years
<b>Remuneration</b>	:	Consolidated pay of Rs. 55,000/- all inclusive

**SENIOR PROGRAMMER (WORK IN PROGRESS LAB), FEATURE FILMS & NON – FEATURE FILMS (DOCUMENTARIES) – 2 Posts (1<sup>st</sup> July 2024 to 30<sup>th</sup> November 2024)**

<b>Educational Qualification</b>	:	Graduate in Mass Communication/Film Studies/ Humanities
<b>Experience</b>	:	7 years of relevant experience
<b>Desirable</b>	:	Work Experience as programmer for International Film Festivals.
<b>Job Responsibilities</b>	:	1. Be responsible and overall in-charge of the sourcing and programming films from South-Asia for the Work-In Progress Lab and Viewing room. 2. Invite and communicate with the mentors who will be conducting the

		<p>sessions at the Work-In-Progress Lab.</p> <p>3. Be responsible for the selection of films, and all communication with the selected participants of the Work-In-Progress Lab.</p> <p>4. Be responsible for all communication with the filmmakers who submit their films for the Viewing Room and Work-in-Progress Lab.</p> <p>5. Supervise the deliverables of the assistants hired for the Viewing Room &amp; Work-in-Progress Lab.</p> <p>6. To ensure smooth functioning of all aspects of the Viewing Room and Work-in-Progress Lab in connection with the assistants and IT team.</p> <p>7. Design the schedule for WIP Lab.</p> <p>8. Curate Film Bazaar Recommends Section.</p>
<b>Age</b>	:	Up to 45 years
<b>Remuneration</b>	:	Consolidated pay of Rs. 70,000/- all inclusive
<b>ASSISTANT PROGRAMMING COORDINATOR – 1 Post</b> <b>(1<sup>st</sup> July to 30<sup>th</sup> November 2024)</b>		
<b>Educational Qualification</b>	:	Graduate in Mass Communication/Film Studies/ Humanities
<b>Experience</b>	:	2 years relevant experience
<b>Desirable</b>	:	Work Experience in a Film Production House
<b>Job Responsibilities</b>	:	<p>1. Responsible for accumulating and managing the entries and data received during the course of the application process for the Viewing Room &amp; Work-in-Progress Lab.</p> <p>2. Corresponding with filmmakers/applicants regarding their applications.</p>
<b>Age</b>	:	Up to 45 years
<b>Remuneration</b>	:	Consolidated pay of Rs. 40,000/- all inclusive
<b>SENIOR PROGRAMMER (KNOWLEDGE SERIES) – 1 Post</b> <b>(from 1<sup>st</sup> July to 30<sup>th</sup> November 2024)</b>		
<b>Educational Qualification</b>	:	Graduate in Mass Communication/Film Studies/ Humanities
<b>Experience</b>	:	7 years relevant experience
<b>Desirable</b>	:	Work Experience in designing film based workshops and panels.
<b>Job Responsibilities</b>	:	<p>1. Responsible for and overall in-charge of the Knowledge Series at Film Bazaar, which includes finalization of the panels/in conversation/talks etc.</p> <p>2. Guest coordination and itinerary management with the guest relation team in terms of guests participating at each session of Knowledge Series.</p> <p>3. Research and compilation of Catalogue and editorial for Knowledge Series</p> <p>4. Research on new and latest trends on cinema around the world for incorporating new sessions at Knowledge series.</p>
<b>Age</b>	:	Up to 45 years
<b>Remuneration</b>	:	Consolidated pay of Rs. 70,000/- all inclusive
<b>SENIOR. EXECUTIVE (REGISTRATION) – 1 Post</b> <b>(from 1<sup>st</sup> July to 30<sup>th</sup> November 2024)</b>		
<b>Educational Qualification</b>	:	Graduate in Mass Communication/Film Studies/ Humanities
<b>Experience</b>	:	4 years relevant experience
<b>Desirable</b>	:	Work Experience as a back-end assistant for national or international film festival
<b>Job Responsibilities</b>	:	<p>1. Working on the Film Market software for registration of all the delegates attending Film Bazaar.</p> <p>2. Coordination with all the respective verticals of Film Bazaar for registration</p>

		related queries. This also includes responding to emails and queries related to registration in coordination with the director of Film Bazaar. 3. Working on the Film Market Software regarding database building, other backend work and accreditation. 4. Complete responsibility of collating data, editing and putting together all the details of delegates attending the Bazaar in Market guide of Film Bazaar. 5. Update and maintain all delegate/guest data on the Film Market software. 6. Responsible for on the spot registration during Film Bazaar days.
<b>Age</b>	:	Up to 45 years
<b>Remuneration</b>	:	Consolidated pay of Rs. 65,000/- all inclusive
<b>ASSISTANT (SCREENWRITER'S LAB) – 1 Post (from 1<sup>st</sup> July to 30<sup>th</sup> November 2024)</b>		
<b>Educational Qualification</b>	:	Graduate in Mass Communication/Film Studies/ Humanities
<b>Experience</b>	:	2 years relevant experience
<b>Desirable</b>	:	Work Experience in a Film Production House
<b>Job Responsibilities</b>	:	1. Responsible for accumulating and managing the entries and data received during the course of the application process for the Viewing Room & Work-in-Progress Lab. 2. Corresponding with filmmakers/applicants regarding their applications
<b>Age</b>	:	Up to 45 years
<b>Remuneration</b>	:	Consolidated pay of Rs. 35,000/- all inclusive
<b>EXECUTIVE (SOCIAL MEDIA) – 1 Post ( from 1<sup>st</sup> July to 30<sup>th</sup> November 2024)</b>		
<b>Educational Qualification</b>	:	Graduate in Mass Communication/Film Studies/ Humanities
<b>Experience</b>	:	3 years relevant experience
<b>Desirable</b>	:	Knowledge of the Indian independent film industry is essential. Prior experience in film festivals and markets is an advantage. Should be efficient in content and copy writing. Should be well versed with design or editing software's like Adobe Photoshop, InDesign, Canvas etc. and have an eye for detail.
<b>Job Responsibilities</b>	:	1. All official social media handles of NFDC and Film Bazaar will have to be regularly updated with posts and posters to maximize the outreach on our official social media handles which include Facebook, Twitter, Instagram, LinkedIn, YouTube or any other upcoming/relevant platforms which need to be used as mediums for maximum outreach. 2. Responsible for all content, design, strategy and schedule for social media, ensuring accurate and timely publication of social media posts in adherence to NFDC's protocols of communication. 3. Planning and creating social media campaigns for NFDC's activities including strategy, design direction and schedule of social media posts. 4. Coordination with different departments for content metadata for creative purposes, Creating video snippets of Film Bazaar and posting them on social media platforms. 5. Any other tasks assigned related to the website traffic enhancement for NFDC and Film Bazaar
<b>Age</b>	:	Up to 45 years
<b>Remuneration</b>	:	Consolidated pay of Rs. 55,000/- all inclusive
<b>General Conditions:</b>		
1. The application is to be made on NFDC Samarth Portal ( <a href="https://nfdcindia.samarth.ac.in/">https://nfdcindia.samarth.ac.in/</a> ) and		

the applicant is required to upload all the supporting documents like. (a) Matriculation/Secondary Certificate as proof of date of birth (b) Complete set of mark sheets/Degree certificates in support of qualification (c) Proof of complete experience along with pay scales for each position held (d) Caste certificate in format prescribed by the Government of India (if applicable) (e) Disability certificate issued by Competent Authority (if applicable) and (f) Pay-in-slip (if applicable).

**Last date for applications to all above posts is 21<sup>st</sup> June 2024.**

2. NFDC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Applicants in their own interest are advised to forward their application through proper channel well in time before the last date to avoid possible delay in postal transit. Applications received after due date will be summarily rejected.
3. Though the initial place of posting will be as per advertisement, the selected candidates will be required to serve in any part of India as per the discretion/requirement of NFDC.
4. Candidates are advised to keep their e-mail ID active at least for one year. No change in e-mail ID will be allowed once entered. All future correspondence shall be sent via e-mail or at the permanent address mentioned by the candidates in the application form
5. Any corrigendum/amendment in respect of the above advertisement shall be made available only on our official website [www.nfdcindia.com](http://www.nfdcindia.com) hence prospective applicants are advised to visit NFDC website regularly for above purpose.
6. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
7. For details of the Festival, please visit [www.iffigoa.org](http://www.iffigoa.org)
8. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response there to shall be subject to jurisdictions of Courts at Mumbai.
9. The Management reserves the right in relaxing age/qualification of deserving candidate for the above post.
10. The Management reserves the right to reject any application/candidate at any stage without assigning any reason.
11. Management reserves the right to not to fill-up the post or cancel the recruitment in the interest of the Company.
12. International Film Festival of India (IFFI) is committed to inclusivity and diversity, Eligible women candidates and especially abled candidates are encouraged to apply.

