

Job Description

Job Title	Manager - Arts & Media Vertical
Job Type	Full - Time
Organization	Salaam Bombay Foundation
Scope of Work	To strategize and lead the delivery of entire program objectives of the Arts & Media Vertical, ensuring impactful implementation of the specified objectives, and maintain quality standards by aligning Monitoring & Evaluation efforts to review the effectiveness of the program, across Mumbai, Kolkata and Pune regions
Job Responsibilities:	<p>Strategic Programme Planning & Budgeting:</p> <ul style="list-style-type: none"> • Study of last year's plan and suggest improvements to VP-Arts & Media in current year's plan • Contribute to the development of the current year's plan with preparation of Monthly/ Quarterly/ Half-yearly / Annual Plan along with the Team • Contribute with inputs for the Budget Plan to VP- Arts, Media, including Dream Lab for Arts & Media • Plan for courses that are run by Dream Lab (including offline & online courses) • Develop the Contingency Plan in case of sudden unforeseen circumstances for Dream Lab, Arts & Media Project implementations • Plan to expand and implement the Dream Lab, Arts & Media programme across different regions • Develop a Plan to review the per beneficiary cost against respective Donor funds for various Projects • Plan to execute Arts & Media Events during different occasions • Plan to develop experiential platforms for the Academy's beneficiaries, in order to enhance their performance opportunities • Plan for preparation of a Project Cost / Expense Estimation sheet (foreseeing expenses during the year) and submit the same to VP-Arts & Media <p>Stakeholder Management:</p> <ul style="list-style-type: none"> • Connect with Training Partners to see that their Training Cost is aligned with the Programme Budget • Identify, build and network with new Institutions / Partner Training Organizations to ensure further training of beneficiaries for promoting skills • Partner with various Stakeholders for Curriculum development • Identify Training Partners and manage them effectively to ensure seamless Project Implementation • Manage Partner NGOs in the implementation of the Projects (PAN India) • Oversee that meetings with Beneficiaries' Parents to sensitize & encourage them for sending beneficiaries for Internships is done effectively (this is done at the second level after Junior Team members have connected with beneficiaries' parents) • Develop experiential platforms for the Academy's beneficiaries, in order to enhance their performance opportunity • Manage Stakeholders' (Donors / Training Partners) Invoices and grant receipts and coordinate with the Finance Team to process their payments • Review the management of Employment Partners in terms of Internship & Placement for the Dream Lab Project • Supervise the Entrepreneurship Dream Lab Project implementation with executing meetings

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	<p>with the Training partners & providing inputs on improvisations across Mumbai, Kolkata & Pune regions</p> <ul style="list-style-type: none"> • Connect with the Education Officers / Education Dept / Govt Authorities and propagate the mission and work of the SBF Arts & Media team <p>Data Management:</p> <ul style="list-style-type: none"> • Review the attendance records of beneficiaries maintained by Data Manager • Review records maintained by Team for courses, facilitator-wise Training data of respective Training sessions conducted and suggest amendments if required • Review Trainers' data maintained by Team for courses and suggest amendments if required • Review the data bank in terms of Success Stories / Case Studies, Photographs, videos etc developed by the Arts & Media Team • Review the current employment and earnings data for Dream Lab Intern beneficiaries in terms of their current internship & entrepreneurship and suggest amendments if required • Work closely with the Data Manager and conduct an audit of all the data that has been collated <p>Monitoring & Evaluation:</p> <ul style="list-style-type: none"> • Coordinate with Team members for the overall M & E work of the Arts & Media academy and Dream Lab for Arts & Media • Provide inputs for the Qualitative Impact study, working with the M & E team and evaluate the realistic impact of the same, analyse the same and suggest improvisations • Monitor the smooth execution of Trainings with surprise visits, making notes to suggest improvements [both offline and online mode] • Monitor the Inventory distributed w.r.t Tabs, Data Packs etc , given to beneficiaries for the purpose of Online learning sessions • Monitor / review the attendance records of beneficiaries, study trends of poor attendance and identify new methods to improve attendance numbers • Monitor overall Training bottlenecks and suggest improvements to the Arts & Media Team with respect to improving dropout rates, Training quality, Trainer's feedback & beneficiaries' feedback at a PAN India level • Improve the quality of Training sessions conducted and impart relevant vocational skills • Conduct weekly review calls with Kolkata and Pune region teams • Monitor the effective implementation of the planned Events of Arts & Media • Review the quality of Training Sessions conducted across schools PAN India for Arts & Media vertical and Dream Lab's advanced trainings such as Photography, Digital Marketing etc • Review the overall Dream Lab data for Arts & Media (eg. Stipend data, Earnings data, number of days of Internship and number of opportunities provided to the beneficiaries) • Monitor and approve Invoices raised by the Partner NGOs / Training partners / Training Institutions etc for the Training sessions conducted by them and forward the approved Invoices to the Finance Team for payment processing <p>Reports & Documentation:</p> <ul style="list-style-type: none"> • Prepare Proposals with respect to each beneficiary, keeping the per beneficiary cost in perspective and submit the same to VP-Arts & Media • Prepare the MOUs & Agreements for Training Partners and Donors and share the same with
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	<p>VP-Arts & Media</p> <ul style="list-style-type: none"> • Prepare Agreements for Training Partners and Donors to commence the association with SBF • Review and rework on the Success Story Case Studies / Projects of beneficiaries who have successfully completed projects and submit the same to VP-Arts & Media • Review of the Report of Arts & Media Academy and Dream Lab for Arts & Media team and share the finalized report with AGM-Arts & Media ,w.r.t the progression of Beneficiaries' earnings trends • Review of overall documentation of the Arts & Media vertical work • Prepare Monthly, Quarterly and Half-yearly / Annual Reports to VP-Arts & Media & Dream Lab team <p>Team Management:</p> <ul style="list-style-type: none"> • Conduct Annual Team Orientation sessions for new recruits in the Team explaining their Job profiles in detail, activities, surveys - PAN India • Manage & Review Team members' attendance & plan field visits accordingly • Monitor the performance of the Team - in terms of how they motivate beneficiaries, and for them to be able to manage Trainings well & Facilitate their Performance Management sessions • Set expectations and deliverables through SMART KPIs for all resources reporting to this position in alignment with individual competencies • Monitor the efficiency of work approach & overall progress of the Team & their contribution to Projects & Allocate resources as per individual competencies • Enhance Team members' knowledge quotient to help them improve their performance, guide them to multi-task and handle difficult situations with facilitating Capacity Building sessions internally • Coordinate with the Team internally and manage the leaves of Team members • Review the Travel reimbursement of field visits of Team members and submit the same to VP- Arts & Media for approval • Acquire, develop and mobilize people resources, facilitate in interviewing new Team member replacements for exit employee cases, for Arts & Media Vertical & Dream Lab for Arts & Media in alignment with the HR Team • Support Team at various Events / Exhibitions functionally & technically
Qualification and Experience	MBA with experience of managing projects and team, ability to handle pressure and meet deadlines with 7-9 years of relevant work experience
Competencies	Project Management skills, Team Management skills, Analytical Thinking, Problem Solving ability, Good Verbal and Written Communication skills, Innovativeness, Technological skills
Skills and Knowledge	Any previous relevant work experience working in the Social Development sector in the Education / Health sectors is preferable with specific reference to Program Management
Reports to	Reporting to Vice-President, Arts & Media Vertical
Compensation	As per Industry Standards