

Office Secretary

Ranga Shankara is looking for an Office Secretary to join our team.

Ranga Shankara invites applications for the position of Office Secretary. This pivotal role provides comprehensive administrative support within Bengaluru's premier theatre space, facilitating efficient daily operations and professional communication to uphold our commitment to excellence in the performing arts.

Reporting Officer: Manager & Artistic Advisor

Role Type: Full Time

Location: Bengaluru

Role Commencement: Rolling Deadline

About Ranga Shankara

Ranga Shankara is a leading theatre space in Bengaluru, built in the memory of Shankar Nag. Since 2004, it has functioned as a cultural institution presenting theatre from India and abroad, producing new work, and running programmes that support theatre practice and engagement.

About The Sanket Trust

The Sanket Trust, founded in 1992, is a not-for-profit organisation that administers Ranga Shankara. It is guided by a Board of Trustees comprising theatre professionals and administrative experts, with support from an advisory group of theatre practitioners.

For more info on Ranga Shankara & its activities, visit www.rangashankara.org

Key Responsibilities

• Administrative & Documentation Support

- Provide administrative and documentation support, including maintaining files, registers, and records.
- Record and update daily operational details and prepare reports as required.
- Maintain and update daily show records and event details.
- Maintain proper tracking of cheque and document movement.
- Follow up on maintenance, facility requirements, and general office operations.

• Financial & Accounts Coordination

- Provide support in accounts-related work—handling bills, payments, petty cash, bank-related tasks, and basic financial coordination—as directed by the Manager.
- Liaise with the Financial Adviser's office on all matters related to bills and payments.
- Assist in budgeting and monitor basic cash flow for events.

• Operations & Stakeholder Liaison

- Assist in scheduling, bookings, and communication with theatre companies and troupes.
- Coordinate with internal teams, vendors, outsourced agencies, and external offices to ensure smooth operations.
- Support production and event activities, including procurement of materials, logistics, and on-ground execution.

• General Office Conduct

- Carry out assigned tasks promptly and contribute to overall office functioning.
- Maintain confidentiality and adhere to organisational policies and instructions.

• Key Requirements

- Minimum of a Graduate degree; prior experience in administrative roles is preferred.
- Proficiency in MS Office (Word, Excel, and Outlook)
- Ability to work efficiently in a fast-paced environment, manage time effectively, and maintain calm and clarity during high-pressure or emergency situations.
- Fluent verbal and written communication skills. Proficiency in multiple languages, particularly Kannada, is a significant advantage.
- Possession of a two-wheeler for external official duties is required (fuel and travel allowances will be provided)

Compensation

Salary will be commensurate with experience and performance.

Application

Email your CV to **office@rangashankara.in** with the subject line:
"Your Name – Office Secretary"