

Programme Assistant

Ranga Shankara is looking for Programme Assistants to join our team.

If you have a strong academic grounding in the liberal arts and enjoy working with ideas, people, and processes, this role offers a chance to engage closely with programming, content, and institutional work at a leading theatre space.

Reporting Officer: 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

- Work directly under the Artistic Advisor and Programming team.
- Assist in planning, coordinating, and executing programmes as decided by Team Ranga Shankara.
- Be part of the ideation, development, and design of new programmes and initiatives.
- Ensure regular updates to Ranga Shankara's website and social media platforms.
- Draft press notes and coordinate with the press for all Ranga Shankara events.
- Prepare reports for sponsors, partners, and internal documentation.
- Assist in preparing proposals for grants, sponsorships, and collaborations.
- Coordinate with internal teams (administration, finance, programming) to ensure smooth execution of programmes.
- Guide and supervise interns, delegate tasks, and ensure timely completion of work.
- Keep the Artistic Advisor and the Trust informed about relevant theatre programmes, festivals, and cultural initiatives in Bengaluru and beyond, and explore potential collaborations.

Key Requirements

- Graduate or Postgraduate in Liberal Arts/Humanities/Social Sciences or related fields, with 2 to 3+ years of experience.
- Experience working in the arts sectors preferred.
- Willingness to engage with multiple aspects of running a theatre space.
- Ability to grasp frameworks of pre-designed programmes and learn to deliver these via training and observation.
- Strong interpersonal and presentation skills; comfort with public speaking; and the ability to interact positively with audiences of different ages.
- Demonstrably confident and fluent verbal and written language skills. Knowledge of multiple languages, particularly Kannada would be a plus.
- Ability to work efficiently in a fast-paced environment, manage time effectively, and respond to high-pressure or emergency situations with calm and clarity.
- Proficiency in G Suite and familiarity with design software including Canva and Adobe Illustrator/Photoshop.

Compensation

Salary will be commensurate with experience and performance.

Application

Email your CV to **programming@rangashankara.in** with the subject line:
"Your Name – Programme Assistant"