



Job Description for Media Manager

a-IDEA, the Technology Business Incubator of NAARM requires one Media Manager on contractual basis to develop and implement all contents for various media platforms and organize events. The duration of the contractual engagement is coterminous with the project.

ESSENTIAL QUALIFICATIONS AND EXPERIENCES

Essential qualifications: Candidates possessing any degree from reputed institutions and should have excellent skills in managing social media, managing websites, video editing, preparing contents and designs and good communication skills for event planning, program coordination and logistics support. At least two years of experience in performing duties related to activities mentioned above.

Desirable qualifications: Candidates having experience of 2 years in business incubators would be more preferred.

Job Description-

Reporting to the CEO; the candidate is required to handle:

- Brochure, posters and content development for various events organized
- Preparation of Newsletters, monthly, quarterly and annual reports
- Developing success stories documents, videos, etc.
- Maintain and update the website
- Plan & execute Communication & marketing strategies for outreach of events.
- Logistics planning for events.
- Facilitate communication for PR and liaise with print and electronic media for necessary events
- Coordination with various vendors for logistics, hospitality, design, print and any other relevant works.
- Social Media execution – keeping all the social media accounts viz. Facebook, Twitter, YouTube, LinkedIn updated by posting visits, events, conference, partnership related activities.

Consolidated emoluments:

- A consolidated remuneration of Rs. 40,000/- per month.

How to apply:

Interested candidates may apply for the said post by sending the filled application form (Enclosed) with detailed CV to careers.aidea@naarm.in before 4th August 2021 by 5.00 PM.

- Candidates are requested to attach all required documents including filled application form in one PDF file and attach the same.

Chief Executive Officer