

**Position:** Program Manager (Full Time)

**Location:** Mumbai, need to travel across India

**Job Description:** Role and responsibility of the **Program Manager** is based on the programs conducted under different centres of the foundation.

- **Working Centre**

1. Organise photography / art workshops for the visually impaired
2. Organise and manage multi sensory (simulation of blindness) workshops for sighted people like "blindfold" photo and multi sensory workshops at educational institutes, corporate offices and public space.
3. Organise training and build capacity around photography / art as vocational subject at special schools and institutes for the visually impaired.
4. Organise "Train the Trainer" workshops for sighted photographers.
5. Coordinate and manage Mentor Protégé model where celebrated artists would adopt talented visually impaired to learn and work with them over a period of time.
6. Organise "Heritage Walk" of the visually impaired to art galleries, museums and heritage buildings.
7. Building team of trainers and trained volunteers or workforce, including sighted and visually impaired / disabled
8. Identify and explore income / livelihood opportunities for the visually impaired

- **Showcase Centre**

Organise and manage photo / art exhibition, video and film screening, new media, discussions & presentations, competition and festivals in India and abroad.

**Qualifications:** We are looking for the following skills, experience and qualities:

1. Passionate about social change, self motivated, detail-oriented, result-oriented and creative.
2. Successful track record in program planning, implementation and monitoring.
3. Hand-on work experience in program execution in the non-profit or social sector.
4. Basic knowledge of photography or other visual arts will be added advantage.
5. Excellent inter-personal and communication skills in English, Hindi and local language
6. Operate within program budget and activity timelines
7. Knowledge of rights / challenges faced by the disability people, visually impaired in particular
8. Ability to work closely and collaboratively with external diverse stakeholders –
  - Organisations – NGOs, foundations, government agencies, educational institutes, corporate, art and cultural institutes, and art galleries & museums
  - Grassroots - Blind and disable people, school & college students, photographers & artists and community activists
9. Proliferation in MS Office, Google documents, Web and Social Network
10. Ability to lead & guide equitably a team of volunteers/workforce, including visually impaired

**Remuneration:** Competitive salaries within the non-profit sector

**Working Hours:** Flex-time, 6 days a week, total 48 working hours per week

**Reporting To:** Founder / Trustees

**Application requirements:**

Please email your CV / Resume to [partho@blindwithcamera.org](mailto:partho@blindwithcamera.org)

CV / Resume should not be longer than two pages and a brief cover letter explaining your motivation to work with us.