

# Communications Manager

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## About ReReeti Foundation

ReReeti Foundation works with museums, cultural organisations, and heritage sites to transform them into spaces of learning, delight and meaningful engagement. Our interdisciplinary team builds solutions that empower our clients to reach their maximum potential. The focus of our practice lies in the design and execution of programs that open the museum to the public and help create a community of their own. [Please visit our website to know more about us.](#)

## Job Description for Communications Manager

The manager will be responsible for planning and implementation of communications and outreach strategies for the organisation. They will be primarily responsible for managing all internal and external communications, and for cultivating relationships with relevant organisations and individuals to raise the brand's visibility. They will work closely with the Founder-Director.

## Roles and Responsibilities

- Develop yearly strategies and build a monthly calendar for managing all social media handles.
- Look up for suitable writers for the monthly ReReeti Blog, and coordinate with them for the posts.
- Oversee the monthly newsletter drafting and dissemination.
- Engage with journalists and media organisations.
- Strategise and implement initiatives for brand visibility with the Founder-Director.
- Stay up to date with the latest digital marketing approaches.
- Support projects and initiatives being undertaken by ReReeti.
- Update and manage the ReReeti website.

## Essential Requirements

- Minimum of 5 years work experience.
- Knowledge of digital marketing strategies and techniques, with experience in social media management, and search engine optimization (SEO) for the education and cultural sector.
- An eye for good design and proficient with Canva
- Candidate needs to be highly motivated with problem-solving and analytical skills.
- Excellent oral and written communication skills in English. Knowledge of other languages is an advantage.

The above outlines the scope of work; however, since it's a small organisation this list is the present requirement and could be different when big projects come up. Sometimes unexpected and unavoidable situations arise which may require our time and energy. Candidates should be willing to put in the extra bit and work, in order to finish the deadline.

**Position, location and timings**

- This is a two-year contract-based position.
- The candidate will be required to work three days a week - 8 hours per day, or five days a week - 4-5 hours per day.
- There will be a 6 month probation period before confirmation of the candidate to this role.
- The contract will be renewed based on the performance of the candidate.
- Candidate should be Bangalore based, as we meet in the office once a week.

**Remuneration:** Mutually agreeable.

**Commencement** – It is preferred that the candidate start from March 2024. The exact date can be decided on mutual consent.

Please complete your application [here](#) by February 13, 2024.