

SPECIALIST COMMUNICATIONS & PROJECT MANAGEMENT

Essential Requirements	
Minimum Academic Qualification:	BBA/BSc in Marketing or Equivalent
Minimum Professional Experience:	Three Years of Relevant Experience
Job Description	
<ol style="list-style-type: none"> 1. The assumption of complete responsibility for the autonomous development and dissemination of content as required, to aid direct communication with external and internal stakeholders, for effective coordination, liaising, marketing and /or publicity. 2. An excellent command over the English language, with working proficiency in Urdu, so as to draft, edit and/or proof-read technical and non-technical content for direct and indirect use by the organization, through the incumbent, to assist in either its long-term operations, or to meet any immediate needs vis-à-vis the Lahore Biennale. 3. The establishment and maintenance of communication and correspondence with all external and internal stakeholders, including, but not limited to, artists, guests, and sponsors, and the development and real-time update of all corresponding databases and spreadsheets for the availability of up-to-date information for all designated and relevant individuals both within and outside of the Lahore Biennale Foundation. 4. The successful liaising with all consultants, service-providers and vendors for the transmission of up-to-date information to and from the Lahore Biennale Foundation for efficient and seamless logistical and operational execution of the Lahore Biennale. 5. An indiscriminate and proactive approach towards the consolidated objectives and responsibilities of the Lahore Biennale Foundation’s Team, vis-à-vis the Lahore Biennale, for ongoing and voluntary undertaking of additional and unrelated tasks so as to ensure completion of all requisite work at an individual and organizational level. 6. The frequent assemblage of reliable data and information, using diverse and multifaceted perspectives, to subsequently consolidate and present the same, in an advisory and impartial capacity, to the Executive Board and Executive Director of the Lahore Biennale Foundation, and to assist in the ensuing decision-making process. 7. The complete utilization of all prescribed tools for the management of all electronic and social media platforms available to the Lahore Biennale Foundation, and to ensure timely development and dissemination of content and information for the Lahore Biennale’s audience through each of the available means of communication. 8. The undertaking and successful completion of any additional and/or ancillary functions and/or tasks that may be assigned by the management and/or supervisors. 	