



KALAKSHETRA FOUNDATION

(An autonomous body under the Ministry of Culture, Government of India)

Thiruvannamiyur, Chennai 600041

WALK IN INTERVIEW

Kalakshetra Foundation invites applications from skilled and passionate candidates for the position of **Theatre Assistant on contract basis** for a period of one year, extendable on year-to-year basis subject to satisfactory performance of the candidate during the period of contract.

The qualifications required for the position are as under:

Essential Qualifications	• Academic Qualification: Passed Secondary School (10th Standard) or equivalent from a recognized board. • 5 years experience in stage arrangement in a cultural institution
Desirable Qualifications	• Experienced theatre professional with over 15 years of service in stage management and theatre operations. • Possesses extensive practical knowledge in stage preparation, curtain operations, set installation, stage properties, backstage coordination, and technical support for dance dramas and theatrical productions. • Experience in travelling with performance troupes, coordinating backstage activities and ensuring seamless execution of productions at various venues. • A thorough understanding of theatre practices, strong organisational skills, and the ability to adapt to diverse production requirements.
Key Responsibilities	• To arrange for production requirements and arranging stage settings to suit various performances, ensuring smooth execution of programmes. • To handle stage equipment, maintaining theatre infrastructure, and managing props and performance materials with care and precision • To provide logistical support during tours and cultural events. • To assist the light and sound professionals • Any other work assigned by the management
Age	Preferably 45-55 years.
Emoluments	Salary commensurate with the experience

Note:

The competent authority in Kalakshetra Foundation reserves the right to relax the eligibility criteria and other terms and conditions in respect of deserving candidates.

Candidates are invited to attend the **Walk-in Interview** scheduled on **23.07.2026 (Thursday)** at **11.00 a.m.** at **“Old Central Office”, Kalakshetra Foundation, Anna Street, Thiruvanmiyur, Chennai - 600 041.**

Candidates should bring all original testimonials/proofs of educational qualifications, age, experience, and a **filled-in application form** as appended below. Candidates may kindly note that the application of candidates whose experience certificate could not be verified with the institution last worked will be summarily rejected.

Application may be downloaded and filled in application along with self-attested copies of testimonials may be brought at the time of interview.



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Photograph

APPLICATION FOR THE POST OF THEATRE ASSISTANT (ON CONTRACT BASIS)

1.	Name (in BLOCK letters)				
2.	Address for communication				
3.	Date of Birth (in Christian era)				
4.	Mobile No./Alternate Mobile No.		Mobile 1: Mobile 2:		
5	Email ID				
6.	Educational Qualification		(Photo copies to be enclosed)		
	Level	Year of Passing	University	% of Marks	
7	Details of Experience (in chronological order) (Total ____y, ____m, ____d				
	Designation	Organisation	Nature of duties	From	To

8	Describe your experience in Stage management and theatre operations		
9	Knowledge of South Indian languages (Tamil, Telugu, Malayalam and Kannada)		
	To Speak		
	To Read		
	To Write		
10	How do you consider yourself suitable for the post?		
11	Any other information you wish to add		
	DECLARATION		
	I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected, my candidature will stand cancelled and my claim for the recruitment will stand forfeited. I also understand that my appointment, if selected, is purely on a temporary basis with no claim for any regular appointment.		
	Place		
	Date		Signature of Candidate