



Job Title: Operations Manager

Reports To: Managing Director

Position Scope: The Operations manager would plan, direct and coordinate the operations of Global Music Institute. The operations manager will be responsible for ensuring and improving the performance, productivity and efficiency of operations and support facilities such as IT, Hostel management and Cafe management.

About Global Music Institute: Global Music Institute (GMI) works to promote cross-cultural musical dialogue and exchange, especially between contemporary and more traditional and folkloric styles of music through its diverse local, national and international faculty.

In September 2016, GMI will begin operations at its new Greater Noida Campus. This campus offers a comprehensive contemporary music and Hindustani music curriculum with an unparalleled faculty of music educators and industry professionals from India and across the world. The campus will have a range of full-time and part-time programs with a focus on core music studies, performance studies, music production, composition studies, music education, music business and careers in music. GMI campus facilities will include – a 100-seater auditorium, multi-purpose classrooms, teaching studios, a 2200 sq. ft. recording studio, a multi-media library, practice rooms, an audio production lab and student housing.

Position: Full-Time

Start Date: July/August 2016

Location: Greater Noida

Salary: Commensurate with the available education, skills and experience.

Work Experience: 3-5 years of work experience required.

Skill Requirements: Management, Business or related fields.

Key Responsibilities:

Oversee the operation of the following areas:

- Front office and reception.
- Budget management for building and housing operational costs, including managing the inventory.
- IT and website infrastructure.
- Manage and monitor support services including - student housing, cafeteria, library facilities and coordinate between support functions.
- Assist with all on-site and off-site events.
- Property management (including college assets).
- Review, develop and improve the structure and operation of administrative systems.
- Ensure that the needs of visiting faculty, artists and tutors are met: facilities orientation; provision of basic requirements (e.g. keys, door codes, lockup procedure, email address, etc).

Essential Criteria

- Demonstrated experience in managing and facilities management, training and supporting staff.

- Demonstrated ability to produce and manage budgets.
- Excellent oral and written communication skills in Hindi and English.

Desirable Criteria

- Tertiary qualifications in Business, Management or other related discipline.
- Experience in working in an educational context.

Applications with CV and portfolio may be sent to: **info@globalmusicinstitute.in**

Only shortlisted candidates will be contacted.

Last Date of Receipt of Applications: COB 30 May 2016

Global Music Institute Pvt. Ltd. reserves the sole right to alter/modify/cancel the entire selection process or the position or the vacancy or to disqualify any candidature at any stage of the selection process.

Global Music Institute Pvt. Ltd. reserves the right to fill or not to fill any or all available positions.

The requirements of minimum qualification and/or experience may be relaxed in the case of candidates with outstanding credentials.

No correspondence will be entertained from candidates regarding any delays, conduct & result of interview and reasons for not being called for interview.