

NATIONAL FILM DEVELOPMENT CORPORATION LTD. (NFDC)

(A Government of India Enterprise)

5th Floor, NMIC Building, NFDC – FD Complex, 24, Pedder Road, Cumballa Hill, Mumbai – 400 026**CIN – U92100MH1975GOI022994****ADV/064/Contractual/03.08.2026****Invites applications for the following posts on Contract Basis at Mumbai for 57th IFFI 2026.****1. Sr. Executive for Gala Premier & Celebrity Coordination (August to 15th December 2026)**

Educational Qualification	:	Graduate in any discipline from a recognized University. *Desirable: Qualifications in Film/Media/Mass Communication/Event Management/Public Relations/Marketing/Hospitality Management.
Experience	:	• Minimum 5 years' experience in film festivals/film production/media events/entertainment industry/celebrity management/event management /corporate events/public relations.
Desirable Experience	:	• Experience in handling large-scale national or international events involving celebrities, dignitaries, Government officials, media representatives and VIP guests. • Experience in coordinating with production houses, artists, talent agencies, PR agencies, hospitality partners, travel agencies, venue management teams and event vendors. • Sound knowledge of event planning, stage management, production logistics, venue operations and execution of live events. • Familiarity with film exhibition processes including DCPs, KDMs, trailers, publicity materials, screening schedules and technical coordination shall be desirable. • Experience in accreditation management, delegate services, guest registration, invitation management and protocol coordination for film festivals or similar events. • Excellent communication, interpersonal and stakeholder management skills with the ability to work in a fast-paced environment. • Proficiency in Microsoft Office applications (Excel, Word and PowerPoint) and working knowledge of digital collaboration and design tools such as Canva, Adobe Photoshop and AI-enabled productivity tools. • Ability to prepare reports, maintain databases, coordinate multiple stakeholders and ensure timely execution of assigned responsibilities. • Knowledge of Government protocols, VIP handling, security coordination and official communication will be desirable. • Willingness to work extended hours, including weekends and holidays, during the preparation phase and throughout the festival period.

Job Responsibilities	:	• Overall coordination of Gala Premiere activities. • Liaison with production houses, filmmakers, artists, celebrity managers and PR agencies. • Coordination of screening schedules, invitations and artist movement. • Coordination with hospitality, transport, protocol and venue teams. • Red Carpet & Gala Premieres reporting & records maintenance.
Age	:	Up to 45 years
Remuneration	:	Consolidated pay of Rs. 70,000/- per month all inclusive.
2. Sr. Executive for Red Carpet, Media & Protocol Management (August to 15th December 2026)		
Educational Qualification	:	Graduate in any discipline from a recognized University. <i>*Desirable: Qualifications in Film/Media/Mass Communication/Event Management/Public Relations/Marketing/Hospitality Management.</i>
Experience	:	• Minimum 5 years' experience in film festivals/film production/media events/entertainment industry/celebrity management/ event management /corporate events/public relations.
Desirable Experience		• Experience in handling large-scale national or international events involving celebrities, dignitaries, Government officials, media representatives and VIP guests. • Experience in coordinating with production houses, artists, talent agencies, PR agencies, hospitality partners, travel agencies, venue management teams and event vendors. • Sound knowledge of event planning, stage management, production logistics, venue operations and execution of live events. • Familiarity with film exhibition processes including DCPs, KDMs, trailers, publicity materials, screening schedules and technical coordination shall be desirable. • Experience in accreditation management, delegate services, guest registration, invitation management and protocol coordination for film festivals or similar events. • Excellent communication, interpersonal and stakeholder management skills with the ability to work in a fast-paced environment. • Proficiency in Microsoft Office applications (Excel, Word and PowerPoint) and working knowledge of digital collaboration and design tools such as Canva, Adobe Photoshop and AI-enabled productivity tools. • Ability to prepare reports, maintain databases, coordinate multiple stakeholders and ensure timely execution of assigned responsibilities. • Knowledge of Government protocols, VIP handling, security coordination and official communication will be desirable. • Willingness to work extended hours, including weekends and holidays, during the preparation phase and throughout the festival period.

Job Responsibilities	:	• Management of Red Carpet operations and media flow. • Coordination with TV channels, photographers, digital media, print media and publicity. • Management of VIP movement, protocol, security agencies and Ministry officials. • Coordination of press interactions, photo opportunities and stage movements. • Red Carpet & Gala Premieres reporting & records maintenance.
Age	:	Up to 45 years
Remuneration	:	Consolidated pay of Rs. 70,000/- per month all inclusive.

General Conditions:

1. Interested candidates may fill up the application form on NFDC LinkedIn Portal on or before **10/08/2026 till 6:00 pm**
2. NFDC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
3. Though the initial place of posting will be as per advertisement, the selected candidates will be required to serve in any part of India as per the discretion/requirement of NFDC.
4. Candidates are advised to keep their e-mail ID active at least for one year. No change in e-mail ID will be allowed once entered. All future correspondence shall be sent via e-mail or at the permanent address mentioned by the candidates in the application form.
5. Any corrigendum/amendment in respect of the above advertisement shall be made available only on NFDC LinkedIn Portal hence prospective applicants are advised to visit NFDC website regularly for above purpose.
6. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
7. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdictions of Courts at Mumbai.
8. The management reserves the right in relaxing the age/qualification of deserving candidates for the above post.
9. The Management reserves the right to reject any application/candidature at any stage without assigning any reason.
10. Management reserves the right to not to fill-up the post or cancel the recruitment in the interest of the Company.
11. The contract hiring would be through outsourced agency selected by NFDC Ltd.