

Tata Trusts are the leading and the oldest philanthropic foundation in India ([www.tatatrusters.org](http://www.tatatrusters.org)). The Arts and Culture portfolio focuses along the three verticals of conservation (built heritage, film preservation and art conservation), art education and research at the tertiary levels, and performing arts (music, dance and theater).

The Program Associate will assist the portfolio in the grant management processes and administrative duties that include maintaining and updating the portfolio's archives, tracking grant/project cycles for reports, liaising with the support teams of the Trusts (finance, grant management, HR, Admin, Communications etc.) for Trusts initiated as well as grant related requests. In addition, the job will entail working as part of the team, with potential and current grantees and program: in project identification, evaluation and analysis of project progress; appraisal and proposal development; and monitoring and reporting. They are expected to gain a good insight into the working of the sectors. They will work under the guidance of the Portfolio Lead.

Sr. No.	Brief description of the job
1	Assist the implementation of work of the Portfolio, currently in areas of Conservation, Art Education and Performing Arts.
2	Develop and report compliance in accordance with the annual work plan, track disbursements and reports, and prepare for review meetings and subsequently, its minutes/updates.
3	Handle the financial and grant management work as needed. Perform/Assist with all portal related and back end work including collection of copies of the documents, timely reports, return of balance cheques from the partners, ensuring compliance, uploading documents to the portal and ensuring timely installment release, processing of extension and re-allocation request as per need and priority.
4	To ensure all documentation and files are maintained and regularly update and maintain the physical and digital archives.
5	Initiate research on and evaluation of work in the sectors as required.
6	To work on any direct implementation plans.
7	Any other assignment as decided by the portfolio.

Position would be based in Mumbai and may entail travel.