



Job Details for Assistant/Executive - Library and Events

Job Location:

Pune

About the Company

The Venture Center is a technology business incubator specializing in technology enterprises offering products and services exploiting scientific expertise in the areas of materials, chemicals and biological sciences & engineering. Venture Center strives to nucleate and nurture technology and knowledge based enterprises by leveraging the scientific and engineering competencies of the institutions in the Pune region in India. The Venture Center is the trademark of Entrepreneurship Development Center, a not-for-profit company, based in Pune. For more information, go to <http://www.venturecenter.co.in>

Job Description

1. Library Management:

- Help to manage the planning, administration and budgetary functions of library and information services.
- Provide effective access to library collections and resources.
- Maintain the organization of library materials.
- Provide library services in response to the information needs of library users.
- Develop and manage convenient as well as accessible library and information services
- Help set-up and operate the Venture Center library and Work with mentors and managerial staff to plan procurement, pursue book suppliers, take delivery of books etc, add to the catalog and make available via the library.
- Maintain the computerized library database, set-up library rules and procedures, guidelines and subscription models along with managerial staff and operate them.

2. Managing Events:

- Support planning of events, as well as co-ordination and execution.
- Help in publicizing events & workshops regularly, give inputs for improving VC websites and the quality of events.
- Consolidate well-wishers & beneficiaries mailing list, help in putting together & publishing annual reports, newsletters, arranging gifts for mentors, speakers etc.
- Help in preparing & printing of certificates for participants, provide inputs for helping incubatees with logos and for designing signage's for VC premises



Candidate Profile

- Candidate should be extremely passionate about reading and exploring related avenues
- Any graduate with no backlogs.
- Arts graduate
- Passionate pursuit of any interest (literature, poetry, music, dance, art, sports etc)
Passionate about books, reading and learning. Book worms preferred!
- Diligence, attention to details, likes things tidy/ organized
- Willingness and interest in curating events
- Friendly, good communicator

Employment Status

Full Time

General requirements and expectations from Venture Center employees:

- Venture Center is a non-profit organization with aims to benefit society by promoting entrepreneurs and start-ups. Thus, Venture Center seeks employees and consultants who have a strong interest and passion in seeing technology innovators, entrepreneurs and start-ups succeed, and have a strong "service" ethos.
- A strong feature of Venture Center jobs is the rich learning environment and opportunity provided to employees to experiment, take initiative and be creative. The work of most employees has visible impact which can be satisfying. All employees benefit from access to high quality facilities and work environments. Compensation packages can be flexible but are often conservative due to Venture Center's non-profit status. Employees enjoy access to benefits of NCL Staff Recreation Club.
- General requirements include: a) strong ethical standards and work ethics, b) comfort with computers, computer applications and internet, c) strong communication skills – spoken and written.
- Venture Center's working hours are 9 AM – 5.30 PM (Monday to Saturday) and are designed to keep operations of Venture Center convenient for the start-ups, entrepreneurs, inventors and others that the organization serves. Managers in certain functions are provided the opportunity to avail of flexible hours. All jobs are located at Pune, Maharashtra, India.