

Part-Time Librarian / Media Library Coordinator

Alliance Française de Pune

Start date: May 2026

Working time: Part-time (20 hours per week), Tuesday, Wednesday, Thursday: 2.00 to 6.00 pm and Saturday : 9.30 am to 6.00 pm (30 mins lunch break)

Position Overview

The Alliance Française de Pune is seeking a dynamic and committed Part-Time Librarian to oversee the management and development of its Media Library and Multimedia Hub.

This position combines library management with cultural and pedagogical programming. The successful candidate will ensure the smooth operation of the collections while transforming the media library into an active, welcoming and engaging space for students of French and the wider francophone community in Pune.

Key Responsibilities

1. Collection Management

- Manage loans and returns using the library software system (training provided as needed)
- Organize and classify materials by category
- Maintain and monitor the physical and digital collections
- Curate regular thematic selections to highlight the collection (authors, seasons, cultural events, current affairs, etc.)
- Oversee multimedia and digital resources

The collection includes:

- Printed books (adult, youth, FLE, literature, comics)
- Audiobooks
- Films and documentaries
- Board games
- Tablets with pedagogical applications
- Online resources (e.g., digital cultural platforms)
- 4D immersive headsets and related programs

2. Media Library & Multimedia Programming

A core dimension of this role is the development of engaging cultural and educational activities.

The Librarian will design and implement regular programming for different audiences, as such:

- Film club
- Board game sessions
- Gaming sessions
- 4D immersive experiences
- Reading clubs
- Writing workshops with teachers
- Conversation workshops with francophone partners
- Parent–child workshops (youth section)
- Teen workshops (comics, gaming, culture)
- Curated thematic selections connected to the Alliance Française’s cultural and pedagogical programming throughout the year, ensuring coherence and synergy across all institutional activities.

The objective is to position the media library as a vibrant cultural hub within the institution.

3. Outreach & Institutional Engagement

- Lead guided tours and presentations of the media library for students and external partners (schools, universities and institutions)
- Contribute occasionally to outreach and off-site promotional events (“hors-les-murs”) by designing and facilitating media library activities beyond the Alliance Française premises
- Collaborate closely with the pedagogical, culture and communication teams to strengthen cross-departmental initiatives

Profile and Qualifications

- Minimum French level B2 (mandatory)
- Strong interest in literature and reading
- Affinity for pedagogy and cultural mediation
- Ability to interact confidently with children, teenagers and adults
- Excellent interpersonal and communication skills
- Creative, proactive and autonomous
- Comfortable with digital tools and multimedia environments
- Strong organizational skills

- Team-oriented mindset and willingness to contribute to the broader institutional life

Working Environment

The Librarian works in close collaboration with:

- The pedagogical and cultural departments
- The communication department
- French Teachers
- Francophone partners
- Students and families

The position contributes directly to the cultural and educational mission of the Alliance Française.

Desired Personal Qualities

We are looking for a personable, enthusiastic and imaginative individual who is eager to:

- Promote French language and culture in innovative ways
- Create meaningful cultural experiences
- Foster interaction and community engagement
- Contribute positively to a dynamic, international team