

## Arts and Culture, Nepal

# Vacancy– Arts Programme Coordinator

### A. British Council

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. Through our arts, education and English programmes, we give opportunities to hundreds of millions of people worldwide each year. We are on the ground in six continents and over 100 countries. British Council is operating in Nepal since 1959.

### B. Background

The British Council's work in arts creates new relationships between artists, organisations and audiences to develop stronger creative sectors around the world. We help artists to break new grounds, support creativity and innovation, increase capacity by building skills to support livelihoods and cultural enterprise, extend safe spaces for creative exchange and contribute to research and policy.

We work across eight art forms including: Architecture, Design, Fashion, Film, Literature, Music, Visual Arts, and Theatre and Dance.

In Nepal, our activities align with our Arts in Action global programme.

**Arts in Action:** The programme enables the arts and cultural sector in Nepal to increase/extend connections in the UK and internationally reaching new audiences while building an appreciation of the diversity of UK and Nepali arts and culture. It supports artists to develop their practice through collaborating to make art across all art forms and creates opportunities for them to respond to global challenges, such as gender inequality, exclusion and climate change. Its mutually collaborative work with artists and cultural organisations improves understanding between communities, supports stronger voices for creatives and communities, and improves social cohesion in fragile contexts. The programme advocates for the role of arts in imagining different futures.

The British Council is looking for an energetic candidate to work with the Arts team in the delivery of the British Council's 2026-27 Arts portfolio in Nepal.

### C. Scope of work

The Arts Programme Coordinator will support the Arts Team to implement British Council's 2026-2027 Arts in Action portfolio. They will support in the implementation of several activities through administrative and coordination work including the organising of film screenings, sector development programming and the Women of the World Festival.

The Arts Programme Coordinator is expected to work closely with the British Council Arts team, finance team, grant recipients, and sector specialists to assure quality delivery, engagement and outcomes.

Learning and development goals will be established for the Coordinator to support their professional ambitions.

The roles and responsibilities for this placement including:

- Coordinate with partners, artists, grant recipients, consultants and other vendors to deliver activities
- Support project management by documenting meetings, actions, reviews etc.
- Support day-to-day clerical tasks under the guidance of the Arts Programme Manager
- Support the implementation of communication strategies, evaluation framework and post-engagement reviews
- Support delivery logistics for events and programmes
- Support the team to develop and publish communication material internally and externally through emails, social media and the British Council website.

Condition of Employment	Assessment Stage
Proof of Identity requirements/right to work in Nepal	Shortlisting
Language Requirements	
Proficiency in written and spoken English and Nepali	Shortlisting
Additional job requirements	
<ul style="list-style-type: none"> <li>• Role could require domestic travel and occasional out of hours, evening and weekend work</li> <li>• Role could require some remote working (e.g. event venue) as per project requirements</li> </ul>	Shortlisting/interview

## D. Person Specification

Qualifications		
Minimum/essential	Desirable	Assessment Stage

Demonstrable 2+ years of experience working in arts, culture, civil society or in cultural relations.		Shortlisting
<b>Role specific skill, knowledge and experience</b>		
<b>Minimum/essential</b>	<b>Desirable</b>	<b>Assessment Stage</b>
<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills and experience of engaging with a range of internal and external stakeholders</li> <li>• Demonstrated experience in coordinating projects or programmes, including planning, scheduling, and tracking of activities across multiple stakeholders</li> <li>• Experience in supporting the delivery of public-facing events, workshops, or meetings, including logistics, documentation, and stakeholder liaison.</li> <li>• Ability to manage competing priorities and deadlines, with strong organisational and time management skills.</li> <li>• Ability to generate communication material for social media, website and email.</li> <li>• Demonstrable commitment to equality, diversity and inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Project management experience.</li> <li>• An understanding of the arts and cultural sector in Nepal and the world.</li> <li>• An understanding of the socio-cultural context in Nepal.</li> <li>• Prior experience of working on SAP system or equivalent.</li> </ul>	Shortlisting AND/OR interview
<b>British Council values and behaviours</b>		
<b>Minimum/essential</b>	<b>Desirable</b>	<b>Assessment Stage</b>
British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another		Shortlisting AND /OR interview

<p>and the people we work with. These will be assessed in the selection process.</p> <p>Our values are:</p> <p><b>Open and Committed</b></p> <ul style="list-style-type: none"> <li>• Our belief in what we do translates into a deep and long-term commitment to the people we work with and the places where we work. We tackle challenges and take responsibility with openness and honesty to bring about positive change.</li> </ul> <p><b>Expert and Inclusive</b></p> <ul style="list-style-type: none"> <li>• Inclusion is at the heart of everything we do. By involving everyone in the conversation we learn from each other and bring together all of our experience, knowledge and expertise to do the best work that we can.</li> </ul> <p><b>Optimistic and Bold</b></p> <ul style="list-style-type: none"> <li>• We believe in the potential of young people to create a better world. Inspired by this optimism, we are positive and creative, and we focus on what works. We are not afraid to make bold choices to shape a better future for everyone.</li> </ul>	
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## E. Duration of placement

- Contract duration: From 3 August 2026 till 28 February 2026

## F. Process Timeline

Date	Activity
25 Jun 2026	Open call (14 working days)
15 Jul (11:59 pm NST)	Deadline for application
16 – 20 Jul	Application assessment and shortlisting
22– 23 Jul	Interview(s)
27 Jul	Final decision

<b>28 – 31 Jul</b>	<b>Onboarding</b>
<b>3 Aug 2026</b>	<b>Start of assignment</b>

## G. Application Process

Eligible applicants are required to send in their applications to [arts@britishcouncil.org.np](mailto:arts@britishcouncil.org.np). Application documents can be attached to the email or shared via a drive link.

Women, gender diverse, disabled individuals and individuals from marginalised groups are highly encouraged to apply.

The following documents will be required:

1. Statement of purpose or cover letter (no longer than 1.5 pages) consisting of the following:
  - a. Your background, achievements and/or experience aligning it to the job requirements.
  - b. Your reasons for applying and what do you hope to get out of the placement?
2. Updated CV – not more than two pages

Please send in your application by **15 July 2026**.

Shortlisted candidates will be contacted by **20 July 2026**.

You can email [arts@britishcouncil.org.np](mailto:arts@britishcouncil.org.np) for queries regarding the placement till **5 pm NST on 10 July 2026**.

## H. Equality, Diversity and Inclusion Statement

We are committed to equality, diversity and inclusion and welcome applications from all sections of the community as we believe that a diverse workforce gives added depth to our work. The British Council is a Disability Confident Employer. The Disability Confident scheme helps challenge attitudes, increase understanding of disability and ensure staff are drawn from the widest possible pool of talent. We guarantee an interview for disabled applicants who meet the minimum role requirements. We welcome discussions about specific requirements or adjustments to enable participation and engagement in our work and activities.

## I. Safeguarding Statement

The British Council is committed to safeguarding children, young people and adults who we work with. We believe that all children and adults everywhere in the world deserve to live in safe environments and have the right to be protected from all forms of abuse, maltreatment and exploitation as set out in article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989. Appointment to positions where there is direct involvement with vulnerable groups will be dependent on thorough checks being completed in line with legal requirements and with the British Council's Safeguarding policies for Adults and Children.

