

Position Title:

Production Support Sevite

The Production Support Sevite works together with a team to meet production requirements for ashram celebrations, retreats, trainings, satsangs and other events.

Responsibilities include:

- Assisting the Production Department Coordinator with production requirements for retreats, celebrations and other ashram events
- Supporting post-event documentation
- Handling logistical details for trainings, meetings and other ashram events
- Maintaining the Siddha Yoga Philosophy and Culture Area's teaching library
- Occasionally acting as Assistant Director or Production Manager for retreats and celebrations

Qualifications include:

- Fluency in English. Hindi helpful, but not required
- Good computer skills
- Being pro-active, flexible and a good team player
- Organizational and communication skills
- Art and design skills are useful