

CIRCUS KATHMANDU

Marketing Manager and Office Administrator



Please submit this form with a resume, photo and two references to:
info@circuskathmandu.com

APPLICANT INFORMATION

Last Name		First		Date of birth	
Street				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail		
Nationality			Website	Company	
Skype Username					
Position Applied for					
Do you have a valid DBS check ¹	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you have first aid training	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Dates available to volunteer ²					

SUMMARY

Please write a short paragraph referencing the job description and website outlining why you believe you are suited to this position.

¹ A Disclosure & Barring System (DBS) check or equivalent police background check document. It must be within two years of intended visit to Nepal

² A minimum of three months is preferred, please try to arrive one week before the term starts to familiarize yourself with Kathmandu and the program.

PRIOR EXPERIENCE

Please detail your marketing, communications and public relations experience that you think is relevant.

Describe any fundraising, sponsorship, relationship development and stakeholder management activities that you have been involved with.

List any experience you have with writing press releases and creating marketing material. Please attach a sample of your work, if you are unable to provide a sample please write a brief press release or article about Circus Kathmandu based on internet research.

Are you able to create posters and ticket designs for our shows? Please list any production administration strengths you have and software that you use for work.

What is your experience using social media as a business tool?

GOAL

What do you hope you can bring to Circus Kathmandu and Sapana?

What do you hope to personally achieve by working on the project

WORKING OVERSEAS

Have you had experience working in other cultures or countries? Please provide details of countries, length of time away and nature of work.

OTHER EXPERIENCE

Do you have experience working with vulnerable young people? Please give details.

REFERAL

How did you hear about us?

SELF EVALUATION

How would you describe yourself?

What do you think you might find difficult or challenging?

How do you find working with a team?

What are you like working by yourself?

How do you think you will cope with the unfamiliarity and challenges that are an inevitable part of being in Nepal?

Do you have any known physical or mental health issues?

OPTIONAL

Part of our outreach program is to raise awareness against human trafficking and bonded labour. How would you approach a community where these issues were a concern? What insight and messages would you offer to Sapana about doing workshops in these communities?

We want to help change people's negative perception about circus in Nepal, how would you raise awareness of Circus Kathmandu?

How would you approach marketing, public relations and communications plans in Nepal or India? What would be different to the plans you might make in your own country?

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to placement, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date