

## Subject : Completion of Internship

To the person this concerns,

This letter is to certify that Arman Chagla has completed an internship at Gyaan Adab from August 2019 to February 2020, and having occupied the position of Content Writing intern.

During this period at Gyaan Adab, their responsibilities included:

A. Technical Skills

1. Learning how to operate -
  - A. WordPress, for website editing
  - B. Mailchimp, for creating and sending out newsletters
  - C. Canva, for poster designing
  - D. Instamojo, for event ticketing

B. Programming

1. Assisting with the planning and organization of 'Horror Noir', a screening of vintage horror films

C. Exhibition Organization

1. Communicating with visual artists for work submission
2. Assisting with the organization and placement of artwork in the space
3. Facilitating and overseeing the treatment of artworks for an exhibition (eg. mounting, etc.)
4. Giving a curated walk for school children during re:FRAME, a visual art exhibition that was a part of The Heroine's Journey arts festival

D. Content Writing

1. Writing the event archiving blogs for the Gyaan Adab website
2. Writing the social media descriptions
3. Assisting with the creation of concept notes for various events
4. Assisting with preparing presentations for Gyaan Adab's Book Club discussions

E. Event Management

1. Managing front-of-house
2. Facilitating audience engagement
3. Managing lights and sound coordination for various performances

Eager to learn and observant, Arman soon became a reliable member of the team who could be depended on to complete their tasks swiftly and without extensive instruction. Although dedicated to their work, they always offered a helping hand to their coworkers. May this suffice as reference to the merit of Arman Chagla, and to whom Gyaan Adab wishes the best of luck in their future endeavours.



Hina Siddiqui  
Programme Head,  
Gyaan Adab, Pune

10<sup>th</sup> March 2020