

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters "iihs" in a white, sans-serif font, with a registered trademark symbol (®) to its upper right. The logo is set against a dark red rectangular background.

iihs®

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Assistant/ Associate – Media Lab

About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

About the Media Lab

The IIHS Media Lab is a platform that engages with questions around the urban via multiple media practices. The Media Lab's vision is to build a culture of research, teaching and pedagogy using the audio-visual medium inside and outside the classroom. In a rapidly changing complex world, the Media Lab has created a space where the use of images and sound can be a way of understanding the urban milieu and creating new forms of knowledge production. This is in keeping with the mission of the proposed IIHS IOE of being an interdisciplinary institution where different disciplinary methods are used to address urban challenges.

Job Description

The Assistant/ Associate – Media Lab will work with the Media Lab team in all its activities, which includes shooting, editing, supporting the production of IIHS MOOCs (Massive Open Online Courses), and working on the Urban Lens Film Festival.

Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Shooting various public events, films and documenting events as required using DSLR/Video Cameras;
- Editing content using FCP/Premier Pro software tools;
- Production of various film projects as needed;
- Working on the annual Urban Lens Film Festival, which is the flagship event of the Media Lab, to reflect the idea of cities through multiple media practices;
- Working on media-related aspects of IIHS's Massive Open Online Courses (MOOCs);
- Assisting with teaching on the Urban Fellows Programme (UFP);
- Research and writing as relevant to IIHS requirements;
- Providing support to other IIHS activities including academics, research, practice, training, operations and others;
- Participating in all activities of Institution-Building at IIHS; carrying out tasks as assigned by IIHS; and traveling on IIHS work within or outside the country as and when needed.

Structure and Reporting

The Assistant/Associate – Media Lab will report to the Lead - Media Lab at IIHS or to any other person designated by the Lead, and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

Person Specification

The applicant should

- Have a Master's degree (or equivalent) in Mass Communication/ Film or Media studies with at least 2 – 3 years of work experience;
- Be adept with video shooting and in different formats (DSLF/Video camera);
- Be skilled with video editing and different formats (FCP/Adobe suite), with the ability to put together videos with clear messaging and storylines;
- Possess moderately good Photoshop and Aftereffect skills;
- Possess some audiography skills, with the ability to capture clean audio during interviews and to create soundscapes for videos being produced;
- Be an effective team player with good interpersonal skills and the ability to work in a dynamic environment involving diverse teams across IIHS;
- Have good communication skills – listening, speaking and writing;
- Be proactive and self-driven, with the ability to take initiative as needed.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

Location

This position is based in Bengaluru and may entail travel to other locations in India.

Review and Assessment

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the "Apply Now" button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@iihs.co.in if you need any clarifications while filling the online application form.



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