



JOB DESCRIPTION

Campus Documentation Specialist – 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.

About IIHS Campus Development

The proposed IIHS IOE main campus is located on a 54-acre freehold site at Kengeri, Bengaluru. The digitally-augmented buildings and facilities slated to be built over three phases, are expected to enable interdisciplinary teaching-learning, research and practice, and demonstrate the best examples of Indian design and traditional crafts.

The campus of the proposed IIHS IOE will aim to provide students and researchers the opportunity to immerse themselves and innovate around India's core urban challenges.

Job Description

The campus documentation specialist will be responsible for showcasing and documenting the development of the IIHS Kengeri campus using multiple media formats including videos, photos and audio. The role will involve engaging closely with the Media Lab team as well as with multiple other teams engaged in campus development activities.

This is a contractual position initially for the duration of 11 months, renewable on mutual consent.

Activities and Tasks

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

- Shooting videos and photographs of the ongoing activities and events on Campus using DSLR/ video cameras;

- Editing content using Adobe Premiere Pro or Final Cut Pro software;
- Liaising with other teams and functions on various projects, including the production of short films as needed;
- Archiving assets at the Media Lab;
- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of institution-building at IIHS; carrying out tasks as assigned by IIHS; and travelling on IIHS work within or outside the country as and when needed.

Structure and Reporting

The campus documentation specialist will be an External Consultant coordinating with the Lead – Media Lab or with any other person designated by the Lead, and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organisations, and students.

Person Specification

The applicant should

- Have a Bachelor's degree with a minimum of 4 years of relevant experience;
- Have a keen interest in filmmaking / photography / script writing for short videos;
- 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 is a contractual engagement for an initial term of 11 months, renewable on mutual consent. 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.



IIHS Bengaluru City Campus

197/36, 2nd Main Road, Sadashivanagar, Bengaluru 560 080. India.
T: +91 80 6760 6666 | F: +91 80 2361 6814

IIHS Chennai

Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T Nagar Chennai
600 017. India. T: +91 44 6630 5500/6555

IIHS Delhi

803 Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi 110 001. India.
T: +91 11 4360 2798 | F: +91 11 2332 0477

IIHS Mumbai

Flat No.2, Purnima Building, Patel Compound, 20-C, Napean Sea Road,
Mumbai 400 006. India. T: +91 22 6525 3874

www.iihs.co.in