

JOB DESCRIPTION
Editorial Consultant – Word Lab
(Campus Publications)

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 Campus

The upcoming IIHS Kengeri Campus is being planned as an ecologically sensitive campus that will test and demonstrate a range of sustainable practices in areas such as construction, water management, biodiversity, agro-forestry and waste management. The Campus is a living learning lab that explores various aspects of sustainable living, and is meant to generate knowledge that can help learners and other practitioners apply these lessons.

Job Description

The Word Lab, IIHS's editorial team, is seeking a candidate with strong writing skills and a background or keen interest in the fields of sustainable construction, planning, ecology and biodiversity, or water management.

The Word Lab anchors a series of books that are planned as a repository of the design, planning process, construction, experimentation and learnings that entail the building of an ecologically sensitive campus from scratch. Unlike design books that focus on the finished product, the intent here is to delve into the processes, which can hold valuable lessons for learners, architects, engineers, building professionals and anyone who holds an interest in the field.

The Editorial Consultant – Word Lab (Campus Publications) will be part of the core team responsible for writing, editing and producing the Campus book series. While the position is located in the Word Lab, the role will involve working closely with the various other teams engaged in book production. Visiting the Kengeri campus on a regular basis (2-3 days a week) is an essential requirement of this role.

This is a contractual position for an initial term of 11 months, renewable on mutual consent.

Activities and Tasks

We are seeking a candidate with strong writing, editing and coordination skills to work on the Campus books and other knowledge products. Responsibilities would include, but not be limited to, the following:

- Reading through existing documentation and extracting useful content for publications;
- Coordinating and conducting interviews with stakeholders (such as engineers, architects, academics, ecologists, technical support staff and construction workers) to develop content for the book;
- Writing the content for the book using the field notes, transcripts and other reference materials;
- Assisting with editing, coordinating and proofreading; and supporting the process of book production, including working with book designers, reviewing layouts, planning illustrations and photographs;
- Staying updated on ongoing site work at the Kengeri campus, interacting with the campus team regularly, and helping produce and edit outputs from the team;
- Supporting the Word Lab's other work on a need-basis, such as editing reports and public pieces, supporting teaching-training and helping with IIHS events and workshops;
- 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 traveling on IIHS work within or outside the country as and when needed.

Structure and Reporting

The editorial consultant will be an External Consultant coordinating with the Senior Consultant – Word Lab at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

Person Specification

The ideal candidate should have:

- A degree in a field related to environmental planning, civil or environmental engineering, architecture, urban planning or sustainability; a candidate with a background in journalism or communication with a strong interest in the above fields will also be considered;
- 1- 3 years of work experience in a related field;
- Demonstrated experience of good writing and editing, with the ability to communicate complex technical content in engaging and readable forms;
- The ability to work with interdisciplinary teams (such as photographers, designers, scientists, engineers etc) and willingness to learn about new topics;
- Good planning and organisational skills to ensure adherence to timelines.

This is a contractual position 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.



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