

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 text is set against a dark red rectangular background.

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Documentation Specialist – Media Lab

About Us

The Indian Institute for Human Settlements (IIHS) is an interdisciplinary knowledge institution and distinct university, committed to the equitable, sustainable and efficient transformation of Indian settlements. It conducts an integrated programme of quality campus-based teaching and research, applied research/ practice-based work to deliver large-scale impact, training and lifelong learning for working professionals as well as blended learning. IIHS brings together theory and praxis around India-centric knowledge and applied research, while engaging with and drawing 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 University of being an interdisciplinary Institution where different disciplinary methods are used to address urban challenges.

Job Description

The Documentation specialist will work with the Media Lab and Long-Term Urban Ecological Observatory (LTUEO) teams in all their activities, which includes shooting, editing and teaching. The role requires excellent data capture and data analysis skills, written and oral communication, attention to detail, coordination skills and the ability to maintain confidentiality.

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

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;
- Execution of various film projects as needed;
- Being involved in research and writing work as relevant to IIHS requirements;
- 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 the country as and when needed.

Structure and Reporting

The External Consultant – 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 ideal candidate should have:

- A Bachelor's in Mass Communication or an equivalent degree with work experience of 1-2 years;
- Expertise in video shooting and in different formats (DSLR / Video camera);
- Expert skills with video editing and different formats (Adobe Premier Pro);
- Moderately good Photoshop and Aftereffect skills;
- Strong interpersonal and effective team working skills, with the ability to work with diverse teams across IIHS;
- Good communication skills – listening, speaking and writing;
- Proactiveness and drive, 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 at the IIHS Kengeri Campus, 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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