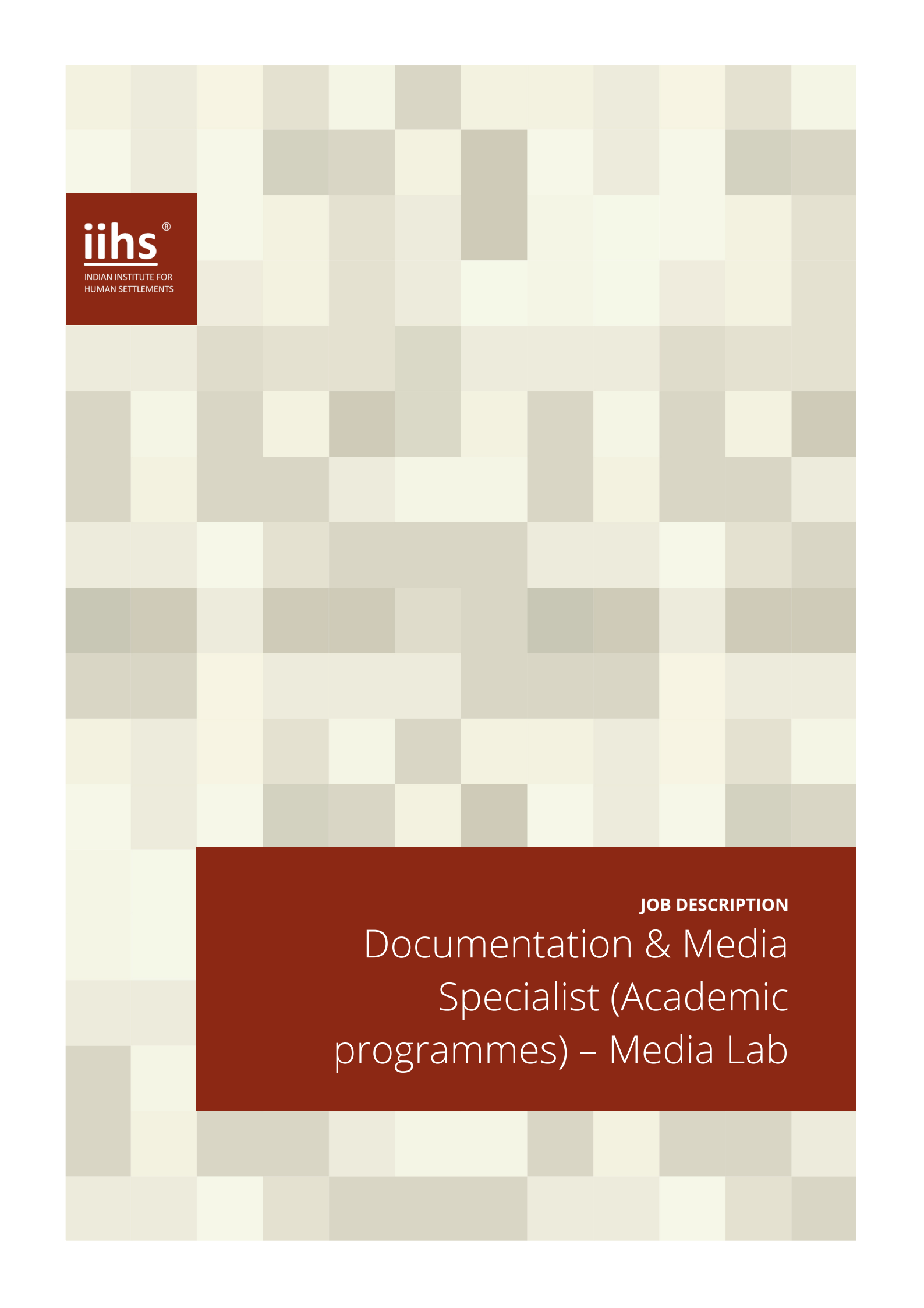




iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Documentation & Media
Specialist (Academic
programmes) – 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 IIHS vision of being an interdisciplinary Institution where different disciplinary methods are used to address urban challenges.

Job Description

IIHS requires a documentation and media specialist to shoot and edit images and videos of the activities and events in its academic programmes, for use in the University newsletter, website and other outreach materials.

This will be a contractual position 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 around-the-year academic events and activities for IIHS Master's and PhD programmes, both within and outside the classroom; this will include video as well as still photographs, collectively capturing all the different aspects of student life on campus;
- Editing the content using Premier Pro software tools;
- Organising and tagging all usable content systematically for future use as needed;
- Contributing to other activities of the Media Lab including film projects, research and writing as relevant;
- 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 as and when needed.

Structure and Reporting

The documentation and media specialist will be an External Consultant coordinating with the Lead – Media Lab at IIHS or with any other person designated by the Lead. S/he will also be required to collaborate effectively with other IIHS teams, external individuals/ organisations, and students.

Person Specification

The applicant should have:

- A Bachelor's degree in Mass Communication, or an equivalent degree with work experience of at least 1-1.5 years;
- Adept skills for video shooting in different formats (DSLR / Video camera) as required;
- Video editing skills to produce results in different formats using (Adobe Premier Pro) as required;
- Moderately good Photoshop and After Effects skills;
- Effective team working and good interpersonal skills, and the ability to work with diverse teams across IIHS;
- Good communication skills – listening, speaking and writing;
- Proactiveness and self-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 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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