



JD - Archive Director

The role of Archive Director at Sarmaya Arts Foundation demands a visionary leader and nurturer to steer the organisation's initiatives. We seek a candidate with a meticulous eye for detail and an unwavering dedication to excellence. The ideal individual will showcase outstanding written and verbal communication abilities and be experienced in fostering collaboration and cultivating a supportive atmosphere among team members. Collaboration forms the cornerstone of their skill, fostering an environment where diverse talents work together. Technical proficiency should serve as the bedrock of their creative vision. We prioritise candidates who exhibit profound curiosity, resourcefulness, and an unwavering commitment to pursuing knowledge.

Location: Mumbai

Compensation: Commensurate with experience

Application Deadline: Rolling

Work Schedule: Full-time, Monday through Friday

ABOUT SARMAYA

Sarmaya is a carefully curated, privately owned, not for profit repository of art and artefacts from the larger Indian subcontinent with public interests. A digital museum with a physical archive that houses a diverse collection that falls into the categories of numismatics, cartography, photography, engravings, rare books, indigenous art and modern and contemporary art. Founded in 2015, the aim of the foundation is to make India's art, heritage, and culture more accessible, engaging, and educational and offer these resources free to a larger public. We have a physical archive in Mumbai, India, and work on a hybrid model of programming, online and on ground. Our founder and collector Paul Abraham and his partner and our brand custodian, Pavitra Rajaram, lead Sarmaya.



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Desired Skills and Experience

- Possess a Master's degree in arts or humanities.
- Candidates with a track record of 12-15 years in research or arts management, particularly those who have overseen programming within an arts or humanities institution, are preferred.
- Preference will be given to candidates with at least 5 years of leadership experience.
- Demonstrate an informed interest in ongoing dialogues concerning art, history, and contemporary culture.
- Display exceptional written, verbal, and public speaking skills in English and proficiency in at least one other Indian language.
- Exhibit strong networking abilities and the capacity to represent the organisation across various platforms and environments.
- Possess prior experience in effectively managing and leading a diverse team.
- Strong technological understanding, capable of staying abreast of emerging trends. Comfortable with leveraging technology to streamline processes and enhance productivity across different aspects of the role.

Responsibilities:

- Collaborate closely with the Founder to uphold and advance the mission and objectives of the organisation.
- Formulate strategic priorities aligned with the organisation's mission and goals, devising a comprehensive plan to accomplish them.



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- Inspire, motivate, and guide the Sarmaya team to achieve objectives across research, programming, digital, and educational initiatives.
- Establish and maintain programs supporting Sarmaya's digital and on-site outreach endeavours.
- Cultivate partnerships and alliances with diverse stakeholders to foster impactful collaborations.
- Advocate for the organisation within the arts and culture sphere domestically and internationally.
- Develop, implement, and assess monthly and annual operational plans in consultation with the Founder and management.
- Draft press releases and coordinate media for Sarmaya's events and outreach activities.
- Supervise administrative functions within the Sarmaya archive.
- Manage consultants and contributors associated with Sarmaya.
- Oversee resource mobilisation efforts and financial management, particularly about programming budgets.
- Support fundraising initiatives in collaboration with the Founder.

Interested applicants please email your resume to connect@sarmaya.in along with a covering letter stating interest and experience for the role. Along with two professional references.