



JD - Collections and Research Assistant

Sarmaya Arts Foundation is seeking an organised and curious Collections and Research Assistant to support and enhance the daily operations of the archive through collections-related tasks. We value creative and innovative thinking, meticulous planning, and strong research skills. This entry-level position is ideal for someone based in Mumbai.

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.

Interested applicants please email your resume to connect@sarmaya.in stating interest and experience for the role.



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Responsibilities:

- Assist in all aspects of physical and records administration of the Sarmaya archive collections, ensuring compliance with established standards.
- Catalogue and document objects in the collection and support regular audits. Maintain the Collections management system.
- Conduct research on the collection and related information to continually enhance knowledge and understanding of the artworks and objects.
- Facilitate retrieval of the collection to help colleagues make our collections accessible to researchers and the public, both physically and digitally.
- Contribute to preventative conservation measures, object cleaning, and coordinating and managing photography sessions.
- Support drafting, reviewing, and updating collections management procedures to maintain professional standards.
- Support retrieval of objects from storage to help colleagues make our collections accessible to researchers and the public, both physically and digitally.
- Coordinate logistics of object transportation, movement, and display during special projects like exhibitions, outreach programs, etc.
- Support, develop, and facilitate impactful digital and on-site engagements with the collection.
- Assist individuals outside the immediate team in promptly sharing information and ensuring effective workflow, such as organising resources upon request.



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Desired Skills and Experience

1. Bachelors or/and Masters Degree in Museum Studies, Arts Management, Art History, History or relevant field.
2. A minimum of 1 year of experience working or interning with physical collections in a cultural institution would be advantageous.
3. Strong research and communication abilities across various mediums.
4. Working knowledge of collections management systems, MS Office, and G Suite.
5. Ability to conduct research, write, and communicate well.
6. Capacity to lift and transport light load items such as artworks or objects.
7. A constructive attitude, skilled in both collaborative and independent work, with a flexible and proactive approach to achieving objectives.

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