



JD - Content Writer & Researcher

Sarmaya Arts Foundation seeks a dynamic and bold content writer and researcher to enhance our content production efforts. The ideal candidate exhibits a curious mind, exceptional proficiency in English, demonstrating strong verbal and written communication skills. We value creative and innovative thinking, meticulous planning, and the ability to conduct comprehensive research for articles and posts.

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. Along with writing samples and two professional contacts.



JD - Content Writer & Researcher

Responsibilities:

Content Creation and Management:

- Gain insight into internal standards for content creation and contribute to refining strategic approaches.
- Generate written content (long & short form) for web platforms, exhibitions, publications, digital media, and special projects.
- Conduct thorough research on art and culturally relevant topics to produce engaging and informative content.
- Identify content gaps and utilise content marketing metrics to evaluate performance and effectiveness on topics and themes, making necessary adjustments to enhance engagement and reach.
- Develop content to advance the foundation's mission, projects, and events.
- Oversee the procedures for translating content and organise printing tasks.

Copywriting and Proofreading:

- Review and edit all content before publication to ensure accuracy and readability.
- Establish a comprehensive system for fact-checking to maintain content precision and credibility. Maintain consistency in style and tone across all content channels.

Research:

- Conduct extensive research on topics relevant to the archive's collection.
- Gather and manage information from various sources, including books, articles, interviews, and archival materials on our CMS (Collections Management System)
- Analyse and synthesise complex information to produce original insights and ideas.

Collaboration:

- Collaborate with team members, artists, and curators to support various projects and initiatives.
- Effectively communicate with external partners, researchers, and stakeholders to facilitate information exchange and coordinate activities.