



JD - Library Management Intern

Location: Mumbai (On-Site)

Eligibility: Open to College/University Students or Recent Graduates

Type: Paid Internship (Full-Time & Part-Time)

Duration: 3 Months (Full-Time) | 6 Months (Part-Time)

Start Date: Immediate

About Sarmaya Arts Foundation:

Sarmaya Arts Foundation is a not-for-profit organization dedicated to preserving and showcasing art and artefacts from the Indian subcontinent. Our diverse collection includes rare books, Indigenous art, numismatics, cartography, photography, engravings, and modern and contemporary art. We aim to make India's art, heritage, and culture accessible, educational, and engaging to a global audience. The Sarmaya Archive has a rich and ever-expanding library encompassing various topics, including history, art, architecture, archaeology, aesthetic theory, natural history, and historical fiction.

Overview:

We are seeking an **organized, curious, and detail-oriented intern** to assist with the management and organization of our library collection. The intern will support day-to-day library operations, ensuring all materials are catalogued, maintained, and accessible. This is an excellent opportunity for someone interested in working in a cultural and educational environment with a passion for art and heritage.



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Key Responsibilities:

- Organize and catalogue books and other materials in the library.
- Assist in maintaining an updated inventory of library resources and databases.
- Support daily operations, including ensuring the proper care and physical storage of books.
- Support the larger team as and when required.

Requirements:

- Strong organizational and time-management skills, with the ability to be disciplined and committed to the time dedicated to tasks.
- Attention to detail and ability to maintain accuracy in cataloguing and record-keeping.
- Curiosity and a willingness to learn about art, culture, and heritage.
- Strong communication skills and the ability to work independently and as part of a team.

Qualifications:

- Enrolled in college or university, or a recent graduate in a relevant field (e.g., Library Science, History, Art History, Cultural Studies, Museum Studies, or related disciplines).
- Basic knowledge of MS Office and Google Suite (Excel, Word, etc.). Familiarity with digital cataloguing systems is a plus.
- Fluency in English; knowledge of Hindi or other regional languages is a bonus.

How to Apply:

Interested candidates are invited to send their **resume** and a brief statement of interest to connect@sarmaya.in. Please include "Library Management Intern Application" in the subject line.