



Science Gallery Bengaluru will be a dynamic new space for engaging young adults at the interface between science and the arts, drawing on the intellectual capital of three of India's leading research institutions - Indian Institute of Science, National Centre for Biological Science and Srishti Institute of Art, Design and Technology - that offer complementary areas of expertise.

Due to open its doors in 2021, Science Gallery Bengaluru is being developed with the founding support of the Government of Karnataka. The first space of its kind in Asia, Science Gallery Bengaluru will deliver an innovative, ever-changing programme of exhibitions and events to engage 15-25 year olds at the dynamic interface between art and science.

As the first Asian member of the Global Science Gallery Network, SGB will build on the proven university-linked model of public engagement pioneered by Science Gallery at Trinity College Dublin, but will adapt this model to Bengaluru, home to a dynamic creative community, some of India's leading scientific institutions, and also the IT and biotechnology hub of India.

As part of an international project, membership of the Global Science Gallery Network will also connect these organisations with Trinity College Dublin, King's College London, University of Melbourne, Ca'Foscari University Venice, Michigan State University, Detroit, and Erasmus University, Rotterdam, presenting a rich joint platform for sharing ideas, projects and approaches between those at the forefront of scientific and creative innovation worldwide as we work together to inspire and enable young adults to become the innovators of the future.

SCIENCE GALLERY BENGALURU

<https://bengaluru.sciencegallery.com>
info@bengaluru.sciencegallery.com

Founding Partner: Government of Karnataka | **Science Gallery Bengaluru** is a company limited by guarantee not having a share capital registered in Bengaluru, India with registered company number U92419KA20ISNPL08391

PART OF THE GLOBAL SCIENCE GALLERY NETWORK PIONEERED BY TRINITY COLLEGE DUBLIN



Job Description

Job Title	Executive Assistant
Nature of Employment	Full-time
Reporting to	Director, Science Gallery Bengaluru
Location	Bangalore
Work Hours	Monday to Saturday

Job Summary

Reporting directly to the Director, the EA position works independently, with little or no supervision, performing a wide range of confidential and complex secretarial and administrative support activities. This position will interact with stakeholders at all levels, both internal and external, to provide support and information, to ensure the smooth and effective working of the executive office. Good inter-personal skills, written and verbal communication, decision making ability, attention to detail and office management skills are important in this position.

Key Responsibilities:

Secretarial

1. Provide efficient and proactive administrative support and executive assistance to the Director, including but not limited to, diary management, travel arrangements, expenses, meeting papers etc.
2. Track meetings, events and projects across a range of criteria and record and report, as necessary
3. Attend meetings, as and when required, with or without the director, record minutes and follow up on action items
4. Maintain/update the systems in place for tracking and managing stakeholders, audiences and local communities
5. Support the Director in the writing SGB strategy documents, policies and procedures of the operational set-up of the Gallery
6. Develop solutions to problems and to ensure that work conforms to agreed quality standards, guidelines and procedures
7. Any other duties commensurate with enabling the Director to be effective.

Office Administration

8. Manage the SGB office
9. Manage assets of SGB – images, documents, artwork and other collateral
10. Coordinate and monitor the SGB content bank within the SGI toolkit
11. Lead the development, implementation, maintenance and enhancement of efficient office systems for



effective administrative support,

12. Maintain relationships with key suppliers and contractors

13. Manage space planning for employees and freelancers working at SGB, both prior to the building completion and after the team moves in;

Public Relations

14. Manage and coordinate photography of events and graphic design of simple collateral, manage relationship with video producers, graphic designers, content writers including coordinating editorial iterations, complete outputs/finish films

15. Create and maintain a repository of all documents relating to the promotional material used by SGB

Person Specifications

Qualifications & Experience

- Graduate in any field
- Approximately 5 years relevant work experience
- Proficient in the use of CRM, Google Apps, Microsoft Office
- Ability to speak Kannada
- Experience with project management software an advantage

Competencies

- Ability to work in a fast paced/constantly changing environment
- Confident self-starter with ability to be proactive and work on own initiative
- Ability to work with a high level of confidentiality
- Ability to work to strict deadlines and under pressure
- High level of accuracy and attention to detail
- Ability to manage and work in teams
- Excellent written and oral communication skills in English

Applying for the post

To apply, please send an email to jobs@bengaluru.sciencegallery.com.

The subject line of the email must carry the job title to which you are applying. Attach your CV to the email, along with a covering letter explaining your suitability for the position, keeping in mind the specifications mentioned above. Emails not adhering to the above specifications will be rejected.

Closing Date: 6 March 2019



Response

All applications will be considered with respect to the criteria outlined in the person specification. We aim to contact short-listed applicants within two weeks of the closing date. Personal enquiries on application status will not be entertained. No feedback will be provided at any stage of the application. **Only short-listed applicants will be contacted via email.**