



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 - which 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	Head of Administration
Nature of Employment	Full-time
Reporting to	Director, Science Gallery Bengaluru
Location	Bangalore
Work Hours	Monday to Saturday

Job Summary

Reporting to the Director, the Liaison Officer/ Head of Administration will administer the audit, corporate governance, and statutory compliances for the Institution. Towards this, they will establish procedures for interaction with various government bodies related to the construction as well as the establishment and day-to-day running of the Science Gallery Bangalore. The position will be supported by our legal counsel, finance team, and work closely with the Head of Infrastructure.

Key Responsibilities

1. Coordinating and liaising with various government departments to obtain sanctions, permissions, clearances, No Objection Certificates etc., necessary for the construction, establishment, and day to day running of the Gallery.
2. Establishing a schedule of procedures for interaction with various government departments, at the Centre, State and Corporation levels.
3. Maintain process charts for compliances, applications, documentation required, and procedures to follow.
4. Document management and paperwork required for all of the above
5. Arranging necessary site visits with the government engineers/inspectors as and when required. Coordinating with the Head of Infrastructure for the same.
6. Maintain process charts of and ensure compliance with all relevant laws and rules applicable for the set up and day to day running of the Gallery.
7. Any other activities necessary for the construction, completion, set-up and day-to-day running of Science Gallery Bangalore

Person Specifications

1. Strong written and verbal communication skills, both English and Kannada
2. Strong interpersonal and networking skills
3. Hands on liaising experience and capability
4. Ability to work with a high level of confidentiality
5. Ability to work to strict deadlines and under pressure



6. No less than 7 years of relevant experience.
7. Basic knowledge of and high level of comfort in dealing with building bye-laws, company law, labour laws and income tax regulations

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: 06 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.**