

## **RECRUITING EXHIBITION GUIDES & COORDINATORS FOR AN INDO-FRENCH EXHIBITION ON THE HISTORY OF SCIENCE**

Studio Oddworks is looking to recruit two exhibition guides and coordinators in Kolkata for the travelling exhibition "*Science Beyond Borders: Connecting the Dot between India and France*" for the duration of the exhibition, i.e. 8-29 July 2022 in Kolkata at the Birla Academy of Arts & Culture.

This exhibition is organized by the Embassy of France/Institut Français and the network of Alliances Françaises in India in the framework of the 4th edition of the socio-educational and cultural festival, Bonjour India 2022.

The exhibition will cover domains of nuclear science, medicine, biodiversity, cartography, visual analytics, mathematics, physics, astronomy, medicine and more. The exhibition comprises of panels, objects, films and AV clips, images, and more. Important institutions and enterprises from India and France have contributed different resources in the conception and presentation of this exhibition. More about the exhibition at - <https://www.ifindia.in/event/science-beyond-borders>

The exhibition provides an excellent opportunity for young and dynamic students, professionals and lovers of science and history to not only get up close with this story of partnership but also have the opportunity to interact and engage with a range of different audiences during the period of the exhibition.

Place of work	<b>Birla Academy of Art &amp; Culture (108-109 Southern Avenue, Kolkata-700029) from 8-29 July (excluding a brief training period) Timings – 3 pm to 8 pm</b>
Position	<b>Limited period contract for the period of the exhibition and training.</b>
Reporting line	<b>The Curatorial team of the Institut Français en Inde, the Exhibition Designer and Producer, under the leadership of the Deputy Counsellor for Education, Science and Culture of the Embassy of France in India.</b>
Description of the post :	<b>The Exhibition Guide &amp; Coordinator will be responsible for ensuring a smooth viewing experience for audiences of the exhibition as well as ensure the smooth running of the exhibition</b> Specific tasks here below: <ul style="list-style-type: none"><li>• Undergo an onsite and online training before the date of the exhibition with a member of the Curatorial team and the Exhibition Designer and Producer</li><li>• Read and research additional material provided by the curatorial team over and above the material covered by the exhibition</li><li>• Receive visitors and address queries</li><li>• Organise guided visits of the exhibition upon request</li><li>• Take in audience feedback on the exhibition, orally and by means of a feedback register</li><li>• Bring to the notice of the Institut Français, the venue and the exhibition designer any issues or problems, malfunctioning or other questions linked with the smooth presentation of the exhibition</li></ul>

	<ul style="list-style-type: none"> <li>• Coordinate with the venue staff about opening and closing the exhibition including switching on and off different audio-visual material</li> <li>• While security is provided on-site to ensure safe-keeping and handling of the exhibits, follow a policy of ‘see-a-problem, fix-a problem’ in association with the line of reporting</li> <li>• Distribute any printed or other material meant for audience consumption in accordance with guidelines provided by the Institut Français.</li> <li>• Promptly bring to the notice of Institut Français or its representative/s any requests from media, partners, visitors, schools, specific requests, complaints or other information</li> <li>• Facilitate conduct of any contests or other activities organized at the exhibition site as per information provided</li> <li>• Facilitate connect with media or press who visit the exhibition in the absence of a curatorial team member or the exhibition designer</li> <li>• Facilitate entry of visitors to the exhibition in accordance with the entry policy of the exhibition as conveyed by the on-site teams</li> <li>• Coordinate with the second Exhibition Guide and Coordinator so as to have continuous presence on site at any point in time</li> <li>• Overall, ensure that the exhibition is safe, the visitors are well received and informed, have a smooth and positive experience and are encouraged to return</li> </ul> <p><b>Skill-sets required:</b></p> <ul style="list-style-type: none"> <li>• An open-minded and resourceful individual with a pluridisciplinary background</li> <li>• Excellent communication and presentation skills</li> <li>• Punctuality and eye for detail</li> <li>• Excellent people-relations and problem solving skills</li> <li>• Some technical knowledge desirable (with respect to handling AV material)</li> <li>• Knowledge of local language apart from English desirable</li> <li>• Ability to function independently and take urgent calls/decisions.</li> <li>• Members of local universities encouraged</li> </ul> <p>Age above 18 years</p>
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An honorarium of INR 30,000/- payable at the end of the exhibition upon successful completion of the entire duration of the exhibition including the training period.

**Note: In the event of change of date or venue, the selected candidate/s will be apprised of the same**

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To apply for this position, please address a letter with a brief video of yourself introducing yourself, indicating why you are interested in the role of an Exhibition Guide and Coordinator and what you can bring to the initiative. Please address your letter and video to [studio@oddworks.co](mailto:studio@oddworks.co) with a copy to [hos@ifindia.in](mailto:hos@ifindia.in) on or before 24<sup>th</sup> June 2022 indicating ‘Exhibition Guide & Coordinator – HOS’ in the subject line.