



KALAKSHETRA FOUNDATION

(An autonomous body under the Ministry of Culture, Govt of India)

Thiruvannamipur, Chennai 600041

WALK IN INTERVIEW

for the position of

Archives Manager ON CONTRACT BASIS

to be held on 10-11-2025 at 10.30 a.m

Kalakshetra Foundation has a huge treasure of old videos, audios of Kalakshetra maestros, and also great collection of audios of stalwarts of Carnatic music, which are being used by the students and external researchers for reference. For cataloguing and maintaining the treasures and also to guide students and scholars, it is proposed to appoint a person as Archives manager on contract basis for a period of one year as per the details given below:

Name of the Post	Archives Manager
Duties and Responsibilities	- Electronic records management including classifying, storing, securing, archiving, preservation and destruction - Maintenance of computer hardware, software, file formats and storage data - Safeguarding the archives from possibility of data corruption, physical damage and disasters, etc

	d. Safeguarding against obsolescence of digital content and e-records by transferring them to current technology to prevent any loss of valuable information, intellectual property and heritage for future generations e. Ensuring discoverability, accessibility, usability, reliability and authenticity of digital information over a long period f. Creating promotional audio-visual pieces on the programmes of Kalakshetra Foundation for social media like Facebook, Instagram and other media platform
Qualifications	The candidate is expected to have 1) A bachelor's Degree from a recognized University, preferably in Audio Visual Communication 2) Experience in video editing such as FCP, Adobe Photoshop 3) A good communication skill in English 4) Familiarity with audio visual archiving
Preference	A very good knowledge and understanding of various facets of Indian culture and performing arts -- especially Bharatanatyam and Carnatic Music
Age	Not exceeding 50 years of age
Experience	At least 2 years* experience of working as Archives Manager dealing with AV preservation -- specific expertise in media preservation and management. This includes identifying various analog and digital formats, managing digitization projects, knowledge of digital preservation strategies.
Remuneration	Will be commensurate with the qualifications and experience to be decided by KF
Date, Time and Venue of Walk In	10th November 2025 from 10.30 a.m. at Old Central Office, Kalakshetra Foundation, Anna Street, Thiruvannamiyur, Chennai 600041

Note: The Competent Authority in Kalakshetra Foundation reserves the right to the eligibility criteria and other terms and conditions in respect of deserving candidates

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Photograph

APPLICATION FOR THE POST OF ARCHIVES MANAGER ON CONTRACT BASIS

1.	Name (in BLOCK letters)			
2.	Address for communication			
3.	Date of Birth (in Christian era)			
4.	Mobile No./Alternate Mobile No.		Mobile 1: Mobile 2:	
5	Email ID			
6.	Educational Qualification		(Photo copies to be enclosed)	
	Level	Year of Passing	University	% of Marks
a	Class X			
b	Class XII			
c	Diploma			
d	Degree			
e	PG			
f	Others			

7.	Details of Experience (in chronological order) (Total ____y, ____ m, ____ d				
	Designation	Organisation	Nature of duties	From	To
a					
b					
c					
d					
8.	Describe your experience in handling digital contents and archiving of Audio Visual records				
9.	Your knowledge about Indian Culture and performing arts, especially Bharatanatyam, Carnatic Music and Visual Arts				
10.	How do you consider yourself suitable for the post?				
11.	Any other information you wish to add				

DECLARATION

I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected, my candidature will stand cancelled and my claim for the recruitment will stand forfeited. I also understand that my appointment, if selected, is purely on a temporary basis with no claim for any regular appointment.

Place

Date

Signature of Candidate