

Department of Physics, IISc, Bangalore

Position Title: Outreach Manager

Status: Temporary/Contract

Email to send Application/Query: office.phy@iisc.ac.in

Last date of application: 15/09/2025 5 pm

Responsibilities:

- Organise outreach activities of the department, both online and offline, including open day and in-house events.
- Plan, create, and design content to publicise the research and other outreach activities of the department. Communicate the department's events and research activities to the bigger community (academic or otherwise) in an interesting and accessible manner.
- Prepare monthly newsletter and annual reports/flyers to be distributed among academic institutes and social media platforms.
- Arranging the audio/video and photographers for various programs/events organised by the department.
- Manage the department's social media accounts (LinkedIn, X, YouTube) - posting updates about various items, including,
 - I. Departmental research publications and successful patent applications.
 - II. Faculty and students' achievements, including funding, awards and media coverage by newspapers/media outlets.
 - III. Advertisement of Colloquiums, Named Lectures organised by the department.
 - IV. The planned outreach activities should be advertised beforehand, and live updates during the events should be posted on social media.
 - V. Post-event (for example, outreach, named lectures) pictures/videos to be uploaded and shared on department social media accounts.
- Keep the department's website up-to-date with highlighted posts on the new research achievements.
- Prepare and update the departmental overview presentation used by the department chair.
- Maintain the department's Alumni database.
- Coordinate and advertise the Industry Conclave.
- Stay updated on possible funding sources from external agencies to support outreach and winter/summer school activities.

Skills and Abilities:

- Excellent written and verbal communication skills
- Strong organizational and general office skills
- Strong public relations skills
- Knowledge of marketing and promotion
- Basic computer skills (Word, Excel, PowerPoint etc.)
- Basic skills in preparing Posters/flyers (using photo editing and graphic design)
- Self-motivated and has strong interpersonal skills
- Able to work independently

Education and Training Requirements:

- Applicant must have at least a bachelor's degree in science. Preferably a master's degree
- Demonstrate ability to translate academic research into content for general audience.
- Prior experience in outreach, PR, media in science and/or academic will be preferred

Salary (Maximum):

- INR 50,000 * per month consolidated (including HRA).

* This may vary according to experience of the applicant.

Timings:

- Full-time