

Job Description – Administrator/Director, Shree Shyamjkrushna Varma Memoria (SKVM)

Position Purpose:

The Administrator/Director, SKVM shall serve as the overall head of the Shree Shyamji Krishna Varma Memorial, Mandvi, and shall be responsible for providing strategic, administrative, operational, and cultural leadership for the Memorial. The Administrator/Director shall ensure preservation and promotion of the legacy of Shree Shyamji Krishna Varma, enhance visitor engagement, oversee museum operations and experiential facilities, foster stakeholder relationships, and position SKVM as a nationally recognized centre for heritage, education, and public engagement.

Key Roles & Responsibilities

1. Memorial & Heritage Management:

- Oversee the preservation, interpretation, and presentation of the life, philosophy, and contributions of Shree Shyamji Krishna Varma and develop initiatives to enhance visitor experience and increase footfall.
- Supervise galleries, exhibits, archives, digital assets, and heritage resources and promote interactive, inclusive, and accessible learning experiences for diverse visitor groups
- Ensure adherence to national and international standards management, conservation, and heritage interpretation of the Memorial and establish mechanisms for visitor feedback, assessment, and continuous improvement.
- Guide the development of new exhibitions, thematic displays, and interpretive content.

2. Operations Management:

- Manage day-to-day operations of the Memorial, including galleries, visitor facilities, Light & Sound Show, India House Replica, Veeranjali Gallery, guest facilities, and associated infrastructure.
- Ensure efficient functioning of ticketing systems, visitor services, security arrangements, housekeeping, maintenance, and other support services.
- Monitor the services provided by various agencies like Security, Facility Management and Horticulture.
- Monitor operational performance and implement measures to improve service delivery and visitor satisfaction.

3. Educational & Outreach Programmes:

- Strengthen engagement with students, educational institutions, researchers, tourists, cultural organizations, and community groups.
- Conceptualize and oversee educational programmes, guided tours, workshops, lectures, seminars, exhibitions, and heritage awareness initiatives.
- Facilitate collaborations with schools, colleges, universities, museums, and research institutions.
- Promote historical awareness and nationalistic values associated with the legacy of Shree Shyamji Krishna Varma and India's freedom movement.

4. Stakeholder Management & Partnerships:

- Serve as the primary liaison between SKVM, GMDC Ltd., Government Departments, tourism authorities, cultural institutions, academic bodies, and other stakeholders.
- Develop strategic partnerships to strengthen the Memorial's outreach, visibility, and institutional capabilities.
- Represent SKVM at meetings, conferences, cultural forums, and official events.

5. Branding, Promotion & Tourism Development:

- Lead initiatives related to branding, publicity, digital engagement, social media outreach, and promotional campaigns.
- Work closely with tourism and cultural promotion agencies to position SKVM as a major heritage and educational destination.
- Develop innovative programmes to attract visitors throughout the year.

6. Financial & Administrative Management:

- Prepare and manage annual budgets, operational plans, and resource allocation, as well as assist and support Management Committee, SKVM in policy implementation and institutional governance.
- Prepare reports, presentations, proposals, agenda notes, and periodic updates for management and stakeholders.
- Ensure efficient utilisation of financial, human, and infrastructural resources.
- Ensure proper maintenance of institutional records, documentation, statutory registers and museum inventories, and provide oversight on contracts, consultants, service providers and outsourced agencies to ensure effective service delivery, compliance and operational excellence at the Memorial.
- Ensure compliance with applicable policies, procedures, and statutory requirements and facilitate audits, inspections, reviews, and compliance requirements.

7. Project Management & Infrastructure Development

- Oversee implementation of developmental, modernization, conservation, and other projects undertaken at SKVM.
- Coordinate with architects, consultants, contractors, and technical agencies for timely execution of projects.
- Monitor project quality, timelines, and budgetary compliance.

8. Team Leadership & Human Resource Management

- Provide leadership and guidance to museum staff, guides, administrative personnel, consultants, and service providers.
- Foster a culture of professionalism, innovation, accountability, and continuous improvement.
- Identify training and capacity-building requirements for staff and volunteers.

Educational Qualification

- Master's Degree in **Museum/Memorial Studies, History, Archaeology, Heritage Management, Cultural Studies, Public History, Anthropology, Arts Management**, or related disciplines from a recognized university.
- Ph.D. in a relevant discipline shall be desirable.

Experience

- Minimum **15–20 years** of relevant experience in museum management, heritage institutions, cultural centres, memorials, public history projects, or similar organizations.
- At least **5 years in a leadership or managerial role** involving administration, stakeholder management, and institutional operations.
- Experience in handling large-scale public-facing cultural or heritage institutions shall be preferred.
- Applications from the eligible candidates willing to join on deputation from their parent organisation are encouraged, subject to the approval of their parent organisation.
- Familiarity with digital museum technologies and interactive exhibits shall be an added advantage.