

WIPRO STORY PROJECT

Role: Project Assistant

Organization: Wipro Ltd

Location: Bangalore, India

Experience Required: 2-3 years

Job Description

The Wipro Story Project seeks a Project Assistant to work on digitization and documentation of the materials of the Wipro Archives, to be used for various project purposes including social media and outreach. They will assist in regular activities of the Wipro Story Project team as required.

This is a full-time, in-office permanent position. The person appointed for this role will need to travel to distant cities/towns (within India) for research, material collection and digitization. They may have to lift heavy objects and work in a dusty environment.

Responsibilities

The Project Assistant will

- assist the Wipro Story Project staff in digitising, documenting and organising existing collections, as well as in acquisition, documentation and digitisation of new collections.
- help the team develop material for physical and digital exhibits and social media campaigns for any ongoing and new Wipro Story Project initiatives.
- collaborate with the larger team and design and technology partners to create approved content for interactives and permanent galleries.
- assist with exhibition walkthroughs, and other outreach and learning resource initiatives that the Wipro Story Project works on.

This position reports to the head of the Wipro Archives.

Requirements

A post graduate degree in any discipline (preferably humanities) and a professional degree or equivalent in photography/ digitization/ archiving would be desirable. An interest in history (particularly business history) will be an advantage. We are looking for an individual who is aware of the importance of archives and museums as well as an experience and understanding of the archival processes.

Essential skills

- At least two years' experience in creating and converting digital material including photographs, documents, audio recordings and video material produced into a variety of formats, capturing, editing and creating video contents for various purposes is required.
- Proven knowledge of best practices in the industry regarding preservation of digital contents.
- High IT literacy, ability to work in a team, strong written and verbal communication skills.

Compensation: Will be commensurate with experience

To Apply: Please send an email to spandana.bhowmik@wipro.com with 'Project Assistant (Digitization) for the Wipro Story Project' in the subject line

About Wipro Story Project:

Wipro's story is older than Independent India. In 2016, when we started the Wipro Story Project, we wanted to reconstruct the whole of it. To do this, we have interviewed hundreds of people associated with Wipro, both internal and external. We have also collected a vast amount of material – documents, company records, albums, photographs, negatives, products, oral histories, audio/video, memorabilia – relevant to the history of the company from many sources. We set up the Wipro Archives and Resource Centre (WARC), Bangalore, in 2017 to store, process, and preserve this material. It has since grown to house over 133 collections consisting of thousands of pieces of such material. We have also published the first volume of stories, The Story of Wipro, in September 2021. The Story of Wipro is the first of many attempts to preserve Wipro's heritage. Our vision is for the Wipro Archives to be a space where various aspects of Wipro's, and by extension India's, business history are stored and accessed.