



CITY PALACE MUSEUM, JAIPUR

Open Position, Pothikhana
Collections Department

Location: The City Palace, Jaipur

Organisation: Maharaja Sawai Man Singh II Museum Trust

Reports to: Deputy Director & Head of Collections, The City Palace Museum, Jaipur

Type: Full-time + On-site

Experience: 2-7 years (open depending on candidate profile)

Remuneration: Commensurate with qualifications and experience

About the Trust

The Maharaja Sawai Man Singh II Museum Trust is situated within the City Palace, Jaipur. The Trust plays a key role in preserving the artistic, historical, and cultural traditions of Jaipur while facilitating public access, education, and appreciation of the rich legacy of the region. With a multidisciplinary team working across collections, outreach, conservation, education, and events, the Trust's vision is to be the globally recognised creative and cultural heart of Jaipur.

Position Overview

The open positions are designed with flexibility, depending on the expertise of the selected candidate. The Pothikhana at the City Palace houses rare manuscripts, archival records, and textual collections of exceptional historical significance. Responsibilities may include evaluating and interpreting archival records in languages and scripts such as Sanskrit, Persian, Urdu, and Dhundhari, through cataloguing, translation, and analysis of original documents.



CITY PALACE MUSEUM, JAIPUR

The role also encompasses coordinating academic research, integrating scholarship into interpretive content, and fostering institutional collaborations. Selected candidates will be expected to manage and contribute to research-based activities that support the Museum's collections, exhibitions, publications, and programming, ensuring that all outputs align with its curatorial, educational, and archival objectives.

Depending on expertise, responsibilities may extend to cataloguing, documentation, conservation support, or public engagement. The position requires strong attention to detail, an interest in archival and manuscript studies, and the ability to contribute meaningfully to the Museum's broader curatorial, educational, and research goals.

1. Collections Management and Documentation

- a. Document and catalogue the collection
- b. Ability to translate one or more of the following languages and scripts: Persian, Urdu, Hadoti, Dhundhari, Modi, Hindi, Sanskrit
- c. Conduct research on objects for display, publication, and education.
- d. Support conservation assessments and implement preventive care protocols.

2. Exhibitions

- a. Assist in curating temporary and permanent exhibitions.
- b. Draft exhibition texts, labels, and interpretive material under guidance.
- c. Coordinate with design, education, and technical teams for exhibition



CITY PALACE MUSEUM, JAIPUR

3. Research

- a. Undertake object-based research, prepare notes, and maintain research databases.
- b. Assist in producing scholarly and popular publications.
- c. Support the development of digital archives and online content.

4. Educational & Public Programs

- a. Plan and and conduct guided tours, workshops, and lectures.
- b. Contribute to children's and community-based engagement programs.
- c. Develop educational material aligned with the museum's exhibitions.
- d. Manage access requests for manuscripts and printed sources in the Museum library.

5. Administrative & Coordination Duties

- a. Report, schedule, and coordinate with other departments.
- b. Maintain records of loans, exhibitions, and collections management activities.
- c. Write grant applications, proposals, and manage communications.
- d. Develop and maintain communication with academic institutions to encourage long-term engagement with the Museum's offerings.

Qualifications and Experience

- Postgraduate degree in History, Art History, a relevant language such as Persian/ Urdu/ Sanskrit, Archival Studies, Museum Studies, Heritage Management, or a related field.



CITY PALACE MUSEUM, JAIPUR

- Prior experience (minimum 2 years) in cataloguing, research, curatorial practice, or public programming within a museum, archive, or cultural institution.
- Knowledge of one or more relevant languages and scripts is essential.

Desired Skills and Preferred Attributes

- Working knowledge of Microsoft Office and Google Workspace.
- Strong written and spoken communication in English and Hindi.
- Project management and organizational skills for overseeing programmes and coordinating multiple timelines.

Application Process

To apply, please submit the following documents in PDF format to careers@citypalace.org with the subject line 'Application for open position at Pothikhana.' Files must be 1 MB or smaller.

- Updated CV with contact information for 2 professional references who have not previously been associated with this Trust or any affiliated organisation.
- Cover Letter, explaining why you think you are a good fit for this role. Please mention any qualifications, skills, or prior experience that might be relevant to your self-assessment. Please ensure that the letter is limited to 1 page, font size 12.
- Portfolio/ 2 writing samples/ 2 samples of your work relevant to the role (this can be an attachment or links).