

Department: Editorial and Content

Position: Digital Media & Content Consultant (Freelance/ On Retainer)

Location: Mumbai, India (preferably)

Retainer: Based on Experience

Start Date: January 2025

Gateway House: Indian Council on Global Relations is a not-for-profit, non-partisan, independent, membership-based, foreign policy think-tank established in 2009, to engage India's leading corporations and individuals in debate and scholarship on India's foreign policy and its role in global affairs.

Gateway House executes its mission through a comprehensive website (<http://www.gatewayhouse.in>), a productive research programme and a robust membership and meetings programme.

Responsibilities and Expectations:

- Work with Gateway House's digital team to enhance content, ideas from internal and external experts, for short clips/summaries, online video/audio interviews, podcasts
- Stay abreast with international and domestic news and developments, particularly with foreign policy related to multilateralism, trade, energy, security, geopolitical transformations.
- Be familiar with and if required, interact with, multiple stakeholders including diplomats, journalists, academics, business leaders
- Independent with self-starter mindset, and a solution-oriented way of thinking.
- Work in a fast-paced environment with short deadlines
- Strong attention to detail, proofing

Preferred Qualifications:

- Bachelors or Masters Degree, preferably in Mass Media, Journalism, Communications, Political Science, International Relations, Economics, or a related field
- At least one year of relevant work experience (Preferred)
- Knowledge of multimedia software like Final Cut Pro, Garageband, or Adobe Suite
- Knowledge of video and audio recording equipment
- Indian nationality preferred

Please submit a CV and cover letter indicating your interest in Gateway House along with two relevant writing samples, to jobs@gatewayhouse.in.

PLEASE INCLUDE THE NAME OF THE POSITION IN THE SUBJECT OF YOUR EMAIL. Once we review these documents internally, we'll contact you for an interview in person or on a video call.