

Position: Science Communications Manager (Part-time / Full-time / Flexible)

Location: Mumbai (TIFR, Colaba) – Hybrid / flexible hours

Lightcurve.ai, an AI for Astrophysics initiative at the Tata Institute of Fundamental Research (TIFR), is pioneering the use of artificial intelligence to accelerate discovery in astrophysics. Our research spans a wide range of themes — from exoplanets to the Sun and stars, including stellar rotation and magnetism, solar and space weather prediction, and ensemble-scale studies of large datasets. At its heart, Lightcurve.ai is about exploring the Sky at Scale - harnessing AI to unlock new insights from the vast streams of data collected by today's and tomorrow's observatories. We collaborate closely with leading international Institutions such as Caltech, the Max Planck Institute, and New York University, and are supported by Microsoft Research and Intel Labs India, with generous donations from Premji Invest and the Murty Trust.

We are looking for a Science Manager to help coordinate the scientific, administrative, and outreach activities of the group. This is a flexible position, ideally suited to someone who enjoys being at the crossroads of science, communication, and organization.

Key Responsibilities:

- Liaise with TIFR administration and support group-level administration.
- Coordinate student and visitor logistics, including travel and accommodation.
- Manage communications: post updates on social media, engage with press/PR, highlight the group's work.
- Prepare documentation for annual reporting to donors and funding agencies.
- Assist with organizing advisory board meetings, including agendas, presentations, and minutes.
- Support grant and project reporting requirements.
- Coordinate visits, seminars, and outreach events.
- Help fundraise for the initiative

Qualifications:

- A Master's degree or higher in a scientific discipline (physics, astronomy, engineering, or related field).
- A minimum of 3 years of work experience in scientific communication or related fields.
- Strong communication skills (written and spoken).
- Comfortable with social media and public-facing science communication.
- Organized, proactive, and able to work independently.
- Based in Mumbai or able to visit; daily presence not required.
- The candidate must not be older than 45 years of age as of 1 November 2025.

What we offer:

- Flexible working hours and arrangements.

- A stimulating academic environment with opportunities to interact with leading scientists and students.
- Exposure to high-impact international research and outreach.
- The remuneration for a full-time role is Rs. 80,000 per month (inclusive of allowances), consistent with TIFR policies. The salary for part-time roles will be pro-rated depending on the number of hours committed to this position. The salary is negotiable and can be adjusted to be commensurate with the qualification level of the successful candidate.
- Subject to satisfactory performance and positive annual reviews, the position can be extended up to 3 years and possibly for longer depending on successful fundraising in the future.

If you are excited by the idea of combining science, communication, and coordination in a flexible role, we'd love to hear from you. Review of applications will begin 1 November 2025 and will close once the position is filled.

Required Application Materials

Applications should be addressed to hanasoge@tifr.res.in with the subject line "Application for Science communications manager"

1. Cover Letter

- A one-page letter explaining the applicant's motivation for applying, relevant background, and why they are well-suited for the role.
- Should highlight prior experience in science communication, outreach, or project management.
- A brief plan outlining a list of activities that will raise the profile of this initiative and a plan to fundraise.

2. Curriculum Vitae (CV)

- Full academic and professional history.
- Emphasis on communication work (writing, editing, media, public engagement) and organizational roles (program management, event coordination, etc.).

3. Writing Samples

- Two examples of science communication work (articles, press releases, blog posts, reports, social media campaigns, or videos).
- Should demonstrate clarity of writing and ability to communicate complex science to non-specialist audiences.

4. References

- Contact details for 2 professional referees (ideally supervisors or collaborators familiar with their communication/organizational skills).