

Sukhada Vilas Joshi

QUALIFICATION: Post graduate in History

ADDRESS : 4th Floor, Kalpavriksha,
Ram Maruti road. Thane (W)
400602

EMAIL: joshisukhu@gmail.com

CONTACT : +91-9819536269

OBJECTIVE

I am seeking this job because I have keen interest in sharing my knowledge in your esteemed organization with my museum management and archiving skills and the capability of comfortable interaction with clients. I wish to work in creative, supportive & innovative environment to optimize my interest of work and become responsible to the success of the organization.

KEY SKILL

- Worked as an Archivist.
- Worked as an Assistant Curator in an Art Gallery and Museum.
- Expertise in Documentation and Cataloguing, planning and executing outreach activities.
- Played State level table tennis tournaments.
- Visharad (final exam) in light music.
- Trained in Yoga, Power Yoga and Pilates.
- Fluency in Marathi, Hindi and English languages.

EXPERIENCE

Currently working for **Queer India Archives** as a **Research Associate**.

Key Responsibilities

- Transcription and Proofreading of Audio Files.
 - Transcribed 25 oral history interview sessions from 3 contributors, totaling 37 hours of content.
 - Mapped the oral history interviews to organise and analyze the data.
 - Edited original audio files using 'Audacity' software for clarity and coherence.
- Acquisition, Care, and Preservation of Physical Archival Material.
 - Digging out the material from the site. Extracted archival materials from the site and ensured their safe handling.
 - Engaged with contributors to learn more about the collection and its historical significance.
 - Carefully packed and transported materials to the working and storage spaces.
 - Performed basic cleaning of the materials using specialized equipment.
- Cataloguing and Record Management of the material.
 - Cataloguing of more than 450 Newspaper articles, 105 Books, 30 Magazines, 100 Photographs along with Handwritten Diaries, Reports and Training Materials etc.
 - Keyword Mapping of the Archival data.
 - Organized Photo Folders and other archival data in Google Drive.
 - Organized Video and Audio Folders.

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- Rehousing of the Physical Material
 - Oversaw repository management to ensure the proper storage and preservation of materials.
 - Used protective gloves and masks to handle delicate archival items with care.
 - Re-housed archival materials using plastic sleeves, butter paper envelopes, flap folders, and archival boxes to minimize deterioration and protect against environmental factors.
- Digitization Process
 - Coordinated with the digitization team for the safe transfer of materials for digital conversion.
 - Reviewed and crosschecked the accuracy of digitized files to ensure quality and completeness.
- Research and Dissemination of the knowledge.
 - Contributed content for social media to raise awareness of the project and its significance.
 - Delivered a session on 'Languages of Resistance: Curating Queer Archives in India,' focusing on the role of language in preserving and sharing queer histories. The session was presented in Hindi, English, and Marathi.
 - Provided research materials to support researchers based on their specific needs.
- Training the interns and new members.
 - Trained 4 interns during the Summer Internship 2024 program organized by QIA.
 - Offered guidance and training to new members joining the QIA.
 - Supported other internal projects and reviewed interns' work to ensure quality.
- Prepare the Archival Guide book for internal use.
 - A comprehensive record of the key decisions made by the archival team including the reasoning behind each choice. This ensures transparency and offers valuable context for future reference.
 - Create a comprehensive step-by-step guide to the entire archival process. This should cover everything from data collection to cataloguing and storage, ensuring consistency and efficiency in operations.
 - Develop a clear, user-friendly onboarding resource for new team members. Include detailed instructions on standard archival practices, common challenges, and tips for success to ensure a smooth integration into the team.

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Gallery Coordinator at Priyasri Art Gallery, Mumbai.

Key Responsibilities

- Assist the owner in her daily communication and follow-ups with reputed organizations like CSMVS Museum, Asiatic Society Mumbai etc.
- Involved in Content Curation and Proof-reading.
- Communication and Coordination with the Artists to acquire necessary information from them.
- Involved in Coordination, Communication, Curation and Installations for the exhibition named 'Alter' at Kamalnayan Bajaj Gallery, Mumbai.
- Worked as a team coordinator for a couple of exhibitions for 'Mumbai Gallery Weekend initiatives 'Someone's Reality, Someone's Fiction' at Priyasri Art Gallery and 'Just Another Playground' at Cocoon Studio. Involved in the installations during the exhibition.
- Communication with different clients.
- Training the interns and newly joined members at the gallery.

Worked with the Kaarigari Foundation as a Curator.

Key Responsibilities

- Communicate with various types of artists, such as painters, sculptors, mural artists, wall painters, and sketch artists. Bring them on board.
- Gather all the information regarding their artworks and the perspectives behind creating it. Created a database of it.
- Involved in content creation and proofreading of the website content during its official launch.
- Meetings and site visits with the Architects and Interior designers, and try to understand the requirements and coordinate with on board artists to fulfil the requirements of the clients.
- Preparation of the quotations for the organization to send out to the clients and keep doing follow-ups.
- Co-curated an exhibition named 'Bridge- Sequence between the two aspects.' - Visits to various galleries and gathering information regarding their rents. Coordination with the artists to send the details of the artworks, involved in the selection procedures, preparation of the email database to send the invitees, Planning and execution of the display of the artworks, Communication with the visitors, walk-through of the exhibition etc.
- Reading, researching and planning about the outreach activities.

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- Visits to the various art galleries and museums and spread the word regarding the Kaarigari Foundation.

Worked with 'Johnson Odakkal Initiatives' as a Senior Associate. (Operations)

Key Responsibilities

- Handling the History and Heritage component of the organization.
- Working as team leader for the various heritage-related activities.
- Blog writing for the organization.
- Cataloguing and Documentation of books.
- Newspaper Archiving.
- Headed the team of interns under 'Research and Archiving Internship.'
- Responsible for the planning and execution of the Workshop- 'Heritage for Legacy'
- Deliver couple of sessions for the workshop. **First Session- 'Family Archiving' and Second Session- 'Make your own museum'.**
- Handling general operations of the organizations.
- Working in Canva for the social media promotions.
- Communication and coordination with professionals.

Was working as '**Chief Administrator**' and a member of the Core group and Data Management and archives team at **India Lost and Found**.

Key Responsibilities

- Preparation of Interns Database for the organization.
- Fulfilled responsibility as 'Head of the Data Management Department' for a short period of time.
- Preparation of Letter of Recommendation for the eligible interns.
- Mapping of Thana District for the 'Heritage Mapping Project of India'.
- To give admin support to all the departments whenever and wherever required.
- Participated in Social Media Activities of the organization by providing innovative ideas.
- Part of the Event Management team of the Organization.

Worked at **Past Perfect Heritage Management Company** in Mumbai as Archivist and Research Trainee for the **Bajaj Archives Project**.

Key Responsibilities

- Documentation and Cataloguing of Collection.
- Accessioning of the Collection.
- Rehousing of the Old and Fragile Papers and Photographs.
- Repository Management.

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- Assistance to Project Manager in her work related to Collection management.
- Preparation for the Research Aid.

Internship at Maritime History Society, supported by the Indian Navy as Curatorial Intern.

Key Responsibilities

- Documentation of more than Nine Hundred artefacts of MHS.
- Assistance to the curator in his various activities.
- Responsibility for in-house activity of Preventive conservation of six books which were more than a hundred years old and damaged due to insects attacks.
- Planning and execution of the Exhibition at MHS building. Deliver a guide tour to NCC students.
- Participated in outreach activities of MHS at Devrukh, Ratnagiri and Kalaghoda Art Festival, Mumbai.

Worked with **National Gallery of Modern Art, Mumbai**, India as a **Technical Assistant**.

Key responsibilities:

- Planning and execution of outreach activities related to the exhibition for school and college students as well as for society.
- To arrange seminars, lectures and workshops for the visitors.
- Publicity and promotion of the activities happening in the gallery.
- To assist Curator (exhibition) in his various activities.

Was working as a transcriber and Blog Writer with 'Ergo Studios' which is a podcasting studio with podcasts on History, Politics and much more.

Worked as a tour guide in Chhatrapati Shivaji Vastu Sangrahalay, Mumbai, India for their international exhibition and events.

Curated an exhibition for Prachyavidya Abhyas Mandal, Thane, India in 2013.

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QUALIFICATIONS

Sr No.	Examination	University/Board	Year	Result
1	P.G. Diploma in Museology and Art Conservation	Chatrapati Shivaji Maharaj Vastu Sangrahalay(Prince of Wales of Western India)	2013-2014	57%
2	M.A.-2	Mumbai University, India	2013-2014	Grade-A (6.50)
3	M.A.-1	Mumbai University, India	2012-2013	Grade-A (6.50)
4	T.Y.B.A.(History)	Ramnarain Ruia College,Matunga(E)	2011-12	62.199%
5	HSC	Ramniwas Ruia Junior Collge, Matunga, Mumbai, India	2008-09	74%
6	SSC	Saraswati Secondary School, Thane, Mumbai	2006-07	79.84%

ADDITIONAL QUALIFICATION

Sr No.	Description	University	Year	Result
1	Diploma in Art & Aesthetics	Mumbai University (Dept. Of Philosophy)	2012-2013	75%
2	Diploma in Archaeology	From Mumbai University, Extra- Mural Studies	2011-2012	63%

SHORT COURSES ATTENDED

Sr No.	Name of The Course	Course Offered by Institution	Year
1	Research Methodology Program	Heras Institute of Indian History & Culture- St. Xavier's College, Mumbai	August 2013

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2	Aesthetics of Indian Art & Architecture	Heras Institute of Indian History & Culture- St. Xavier's College, Mumbai	August 2010
3	Indian Art Appreciation	L.S.Raheja College Of Arts & Commerce	Dec. 2010
4	History of Indian Cuisine	Heras Institute of Indian History & Culture- St. Xavier's College, Mumbai	Feb 2011
5	Non-Verbal Mass Communication & 11 th - 13 th Century Temple Art	Ramnarain Ruia Collge Of Arts & Science, Matunga (E.)	July 2011

- Attended a Web Workshop about Family Archiving.
- Attended Web Workshops organized by Pradaya Heritage Management Services and Sathaye College.
- Short-term '**Reprography**' course from **National Archives of India**.
- Learnt Modi Script but not in practice.
- Attended lectures conducted by Asiatic Society, Mumbai & Janaseva Samiti, Vile Parle, Mumbai, India
- Paper presentation in International seminar conducted by ICLES' Motilal Jhunjhunwala College of Arts, Science & Commerce Vashi, Navi Mumbai, India.
- Member of Administrative & Management Team in Intercollege Festival arranged by Ruia College, Department of History named 'Mudra.'

COMPUTER SKILLS

MS-CIT, DTP etc.

EXTRACURRICULAR ACTIVITIES

Organized various social events, Travelling, Swimming, Playing Table Tennis etc.

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PERSONAL DETAILS

Date of Birth : May 30, 1991

Marital Status : Married

Nationality : Indian

Passport No. : Z2942336

Passport Issue Date : 15/07/2014

Passport Expiry Date : 14/07/2024

I declare that the information furnished in this Resume is latest and updated.

Date- 04-05-2025

Sukhada Vilas Joshi