

Salar Jung Museum, Hyderabad

Notice Inviting Quotations for Volunteers Management Program

The Salar Jung Museum, Hyderabad, invites quotations from **experienced and reputed organisations/agencies** for managing the **day-to-day operations of the Museum's Volunteer Programme**, which aims to enhance public engagement through well-designed and inclusive visitor experiences.

The programme involves the **supervision, coordination, and monitoring of trained volunteers** who will support various visitor engagement activities at the Museum.

Scope of Work

The selected agency will be responsible for the following:

- Creation and dissemination of weekly rosters and shift schedules
- Maintenance of attendance, shift logs, and engagement records
- Facilitation of periodic check-ins, reflection sessions, and mentoring opportunities
- Collection and analysis of volunteer feedback

Overall

- Development and maintenance of a volunteer feedback and monitoring system
- Design of one social media post highlighting volunteer outcomes and stories

Eligibility Criteria

- Proven experience in museum management, public engagement, or volunteer programme execution
- Demonstrated capacity to manage multi-stakeholder cultural initiatives
- At least one similar completed project in the last three years (preferred)

Submission Details

Interested agencies are requested to submit their **quotation, proposal, and organisational profile** outlining relevant experience and methodology for implementation.

Last Date for Submission: [15th Dec 2025]

Address for Submission:

The Director,
Salar Jung Museum,
Daru Shifa, Hyderabad – 500002
Telangana, India

For queries, please contact: [salarjungmuseum1951@gmail.com/+91 40 24576443]

Note

- The Museum reserves the right to accept or reject any quotation without assigning any reason.
- The decision of the Director Salar Jung Museum' will be final.

Sd /-

Director