



MAP is a unit of the
Art & Photography Foundation.

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Education Officer

Reports to: Head of Education & Outreach

Works closely with: Collections & Documentation department, Administrator, and Media & Communications departments

Role type: Full-time

Location: Bangalore

Contract: Permanent

Salary: Competitive, dependent on experience

Application deadline: 15th March 2019

About MAP

The Museum of Art & Photography (MAP) is a new and innovative art organisation opening in Bangalore in 2020. MAP's mission is to exhibit, interpret and preserve a growing collection of art and cultural artefacts, motivated by a belief that museums can play a positive role in society. MAP is custodian to a growing collection of over 15,000 artworks, predominantly from the Indian subcontinent and dating from the 12th century to the present.

Currently under construction, its 43,000 sq. ft. flagship site will include five galleries, an auditorium, an art and research library, education centre, a multimedia centre and a specialised research and conservation facility.

While the museum's physical space is being built, MAP is carrying out its mission by actively reaching out to the local community, in particular to schools in Bengaluru, through a variety of programmes and projects, including artist loans, art exhibitions, workshops and lectures.

This is an exciting time to join the team at MAP, in the busy lead-up to the opening. With education being one of the Museum's primary focus areas, we're looking to expand our Education & Outreach department as well as programming and are looking for an enthusiastic self-starter who can have real impact on our audience engagement and reach.

Role overview

MAP is currently recruiting an Education Officer who will be responsible for implementing learning programmes and providing educational experiences (both pre-designed and new), ensuring the Education Centre is maintained, and assisting with other outreach events and initiatives planned by the Education & Outreach department.

Primary Duties and Responsibilities

- Facilitate workshops for diverse audiences, especially children to help implement MAP's Education programmes and strategy.
- To coordinate with participating institutions, educational partners and other stakeholders with reference to ongoing education programmes for all administrative and logistical purposes, including the organisation of visits.
- Ensuring proper documentation (photographic and videographic) of all learning programmes through coordination with the Media department.

- Implementing feedback systems and collating all data for ongoing programmes.
- Preparing programme reports, as needed, under the supervision of the Department Head.
- Assisting with the set up and dismantling of exhibitions in relation to ongoing educational programmes.
- To ensure the safety and security of the MAP Education Centre at all times, including keeping track of displayed exhibits and carefully monitoring children's activities and participation during active workshops/visits.
- To keep inventory and stock of material (stationary or others) as needed for ongoing programmes, and ensure availability of the same.

Additional Duties and Responsibilities

- Assisting with the set up, presentation and smooth execution of other learning events including talks or screenings, as required.
- Assisting the PR & Communications department with information and records for publicity campaigns.
- To present the MAP Administrator with financial records or data as required for the management of budgets pertaining to programmes being facilitated.
- To help with the analysis of feedback and programme evaluation data.
- To help develop new learning and outreach initiatives in coordination with the Department Head.

Essential Requirements

- Strong interpersonal and presentation skills; comfort with public speaking; and the ability to interact positively with audiences of different ages
- Demonstrably confident and clear verbal language skills in English
- Ability to work in a fast paced environment that values diversity and may be child-centric
- A demonstrable interest in the arts or education sectors
- Ability to grasp pedagogical and aesthetic frameworks of pre-designed programmes and learn to deliver these via training and observation
- Self-motivated, with a willingness to learn, research and maintain knowledge of relevant content for designated programmes
- Reliable and organised, with a flexible and proactive attitude
- Ability to respond in emergency situations in a calm and comforting manner
- Basic knowledge of word processors and spreadsheet tools
- Excellent attention to detail and time management
- Ability to prioritise and work efficiently under pressure

Desirable Qualifications

- Experience working in the arts or education fields
- Experience working with children and youth in formal or informal environments
- Fluency in Kannada (and/or other Indian languages) would be a big plus
- Passion for the arts and cultural education

Equality & Diversity

MAP is an equal opportunities employer. We oppose all forms of discrimination and believe that all people, regardless of their identity or membership of any group deserve to be treated equally, consistently and fairly.

We welcome creativity, excellence and different perspectives that individuals of all backgrounds and abilities bring to our work.

Application process

To apply please submit your CV and covering letter to careers@map-india.org by 15th March 2019 with the subject line 'Education Officer'. Please keep your covering letter to one page and outline how you meet our requirements, giving examples of instances from your previous/current work.

