



MAP
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Archivist

Reports to: Senior Manager - Collections
Works closely with: Heads of Departments
Role type: Full-time
Location: Bangalore
Contract: Permanent
Salary: Competitive, dependent on experience
Application deadline: 6 September, 2020. Apply [here](#).

About the Museum of Art & Photography

The Museum of Art & Photography (MAP) is a bold, dynamic and ambitious project committed to building and sustaining a new museum of international standards in South India. Its 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 the custodian to a growing collection of over 18,000 art works, predominantly from the Indian subcontinent and dating from the 10th century to the present. Its 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. From here, MAP will produce exhibitions, encourage and foster new academic research and improve access and understanding for the visual arts in India, with a key focus on inclusively building new audiences.

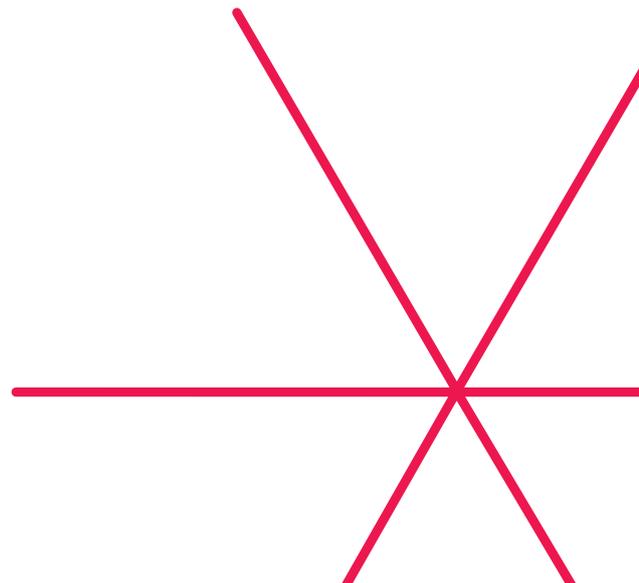
While the museum's physical space is being built, MAP is carrying out its mission by actively reaching out to the local community, in particular to schools in Bengaluru, through a variety of programs and projects, including artist loans, art exhibitions, workshops and lectures. MAP's long term strategy is to be a sustainable and scalable model and catalyst for further positive change in the museum sector in India, through capacity building and knowledge-sharing.

Role Overview

The Archivist position is an integral part of the Collections Department with an aim to ensure that the collection is constantly researched and updated in the Collection Management System. With a focus on support the other teams, the researched based role will require the archivist to join the Collections Team in cataloguing past and any incoming acquisitions, gifts or loans; provide any assistance regarding the Artworks to the Exhibitions team; and support the Communications Department by providing information for any promotional activities including social media.

Job Description

- To assist in the curatorial research and ensuring that descriptions and catalogue notes are duly entered into the Collection Management System.
- To catalogue any incoming or outgoing artworks through acquisitions, gifts or loans.
- To assist the team during acquisitions through research on artists and valuations and any presentations that may be required.
- To ensure an end-to-end project management including photography deadlines for new acquisitions that need to be



entered in the TMS.

- Travel for research whenever required by the Department.
- To work closely with the Education and Outreach team to plan events with every exhibition.
- To provide guided tours of MAP office and museum space.
- Maintain condition reports as per museum standards for all internal and external exhibitions, and report/coordinate with the restorers for any damages and repairs to the works.
- Assist in wall texts and any didactic material including labels, newsletter and website content.
- Be the point of contact/liaisons for visiting curators, specialists and artists for collections-related projects, including organising travel etc., with the help of the administrator.
- Contribute, as necessary, towards the workload in publishing the catalogues for events.
- Represent MAP at public events, meetings and networking on behalf of the organisation.
- Provide any support to the Collections Manager as and when required.
- Any other duty given by the line manager.

Essential Qualifications

- A Graduate degree in Arts History or Museum Studies and a Masters in any specialised field of art are the basic requisites of applying for the job, with at least a year of work experience in the field.
- A good knowledge of Indian modern and contemporary art practices is required. Knowledge or interest in other fields such as classical Indian art, folk art, jewellery are also added advantages.
- Self motivated individual to conduct and push research boundaries leading to well catalogued data entries.
- Ability to multitask in an environment that is challenging and dynamic.
- Should have the ability to travel and adapt to certain situations that may arise while on research projects.
- Should know the basics of art handling and upkeep of the artworks, as well make condition reports.
- Ability to write academically as well proficiency in written communication is an important qualification.
- Excellent organisational skills and impeccable attention to detail is a strong requirement.

Equality & Diversity

MAP is an equal opportunities employer. It opposes all forms of discrimination and believes that all people, regardless of their identity or membership of any group deserve to be treated equally, consistently and fairly. MAP welcomes creativity, excellence and different perspectives that individuals of all backgrounds and abilities bring to our work.

