Events Manager

Role type: Full-time
Location: Bangalore

Contract: Permanent, with three months probationary period
Salary: Competitive, based on experience

Application deadline: 27th July 2021
Role commencement: 16th August 2021

Role Overview

MAP is looking for an Events Manager who can help drive, manage and execute MAP’s varied calendar of programmes. The role will require strong organisational and event coordination skills, resourcefulness and interpersonal skills. The role requires a strong inclination towards research, curation, conceptualization and ideation for events programming. We expect the manager to supervise a team and work closely in collaboration with all departments of the museum, including Exhibitions, Programmes, Education & Outreach and Communications & PR. A lot of work right now is geared towards digital programming and events. We expect the person to take on the event management for all on-site events as the Museum’s flagship building and auditorium gets ready.

Roles and Responsibilities

- To coordinate MAP’s monthly calendar of events, and coordinate with other departments to ensure a listing of all relevant museum activities with the same
- Keep open lines of communication with speakers, guests or facilitators and ensure that all pre-event organisation runs smoothly
- Coordinate with any and all external vendor as per requirement for any event
- Ensure that all communications material is delivered on time and help with strategising so that marketing for events is amplified for relevant audiences
- Manage the logistics for all live events: whether on digital platforms or physical venues
- Collaborating with any and all event partners
- Ensure that all protocols of recording and documentation are suitably followed, from permissions to publishing of videos.
- Help measure impact analysis through maintaining and analysing data logs of reach, engagement, etc for MAP’s programming strategy growth
- Provide events-management help and planning for other departmental or one-off engagements as well, such as a patron’s event or a press conference
- Manage, balance, and report on events budget each month
- Mutually set KPIs to be targeted and reported regularly to both the reporting head and the management on a quarterly basis
• Supervising the team (hired under the British council Our shared Cultural Heritage grant fund) which includes a graphic designer, a video content editor, three event coordinators to carry out research, conceptualization, ideation, management and executing programs and formats including talks, performances, masterclasses, workshops, programs and the like that align with MAP’S digital exhibitions and bi-monthly themes
• Daily tracking of event registrations and communication with the communications team with regard to outreach for events
• Handling post event organization, including tracking registrations, audience and survey reports
• Communication to the relevant team about edit and uploads of videos, processing honorariums and post event formalities with the speakers, moderators and any individuals/organizations MAP collaborates with for events.
• Website management for the Events section of the MAP website which includes updates upcoming events information, speaker photo’s bio’s and any additional information, monitoring the zoom back end, editing and uploading speaker bio’s and images and additional content of their work.
• Trouble-shooting any issues for paid/unpaid events with people having any issues with signing up/completing payment for any upcoming events. Communicating relevant issues to the website/tech team.
• Content writing and proofreading: all events related material for the newsletter and website, introductory notes for MAP talk moderators, invitation email for MAP event speakers
• Compiling and collaring research material, talking points and questions (when required) for MAP talk moderators
• Be part of the team to work on Research, conceptualization, ideation, management and executing the Art is Life annual festival.
• Coordinate and supervise sections of the festival pre-production work. Ensure the work and planning is being executed as per timelines for the final launch in coordination with the different departments involved in the festival.
• Plan the schedule for the three-day festival, coordinate with the concerned panellists/artists/musicians etc who will be part of the festival and coordinate their prep work for the final launch.
• Be back of the back-end team executing certain sections of the festival.
Qualifications, Skills and Abilities

- Bachelor’s degree in art history or museum studies (Preferred)
- 3-5 years of dedicated event curation/management experience
- Exceptional communication skills, both written and verbal
- Strong organisational skills and eye for detail
- Knowledge of events platforms like Zoom, Mailchimp, Survey Monkey, as well as outreach and audience growth tools available is a plus
- Experience in working with and forming partnerships
- Knowledge of the non-profit sector, museum operations, the arts industry, and arts marketing is a plus
- Belief in museums as a cause for social good and a positive, dynamic force
- Exemplary written, verbal, and listening communication skills and a demonstrated ability to communicate clearly and professionally
- Creative, innovative and resourceful – capable of handling any crises that may develop on-ground during the delivery or execution of an event
- Capacity to work under pressure and multitask
- Calendar management and planning
- Ability to work independently and effectively; self-directed
- Ability to work and deliver on tight deadlines
- Collaborative and energetic
- Responsible and accountable for his/her decisions
- Able to undertake flexible work hours, as and when necessary

Work Experience
Three or more years combined experience in events coordination or organisation and curation of cultural festivals.

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.