

## **Education Officer, Education & Outreach**

**Reports to:** Head of Education & Outreach

**Works closely with:** Exhibitions, Collections, PR and Communications Departments

**Role type:** Full-time

**Location:** Bangalore

**Contract:** Permanent

**Salary:** Competitive, dependent on experience

### **About MAP**

The Museum of Art & Photography (MAP) is a new and innovative museum opening in December 2022 in Bangalore. 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.

While the museum's physical space is being built, MAP has been 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. Since the pandemic, we have taken all our programming online and in December 2020, MAP also launched its digital museum to reach audiences across the country and beyond.

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 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 educational programmes for schools and families and assisting with other outreach events planned by the department, as and when needed.

### **Primary Duties and Responsibilities**

- Assist the department in conceptualising and designing workshops for young learners, educators and families.
- Facilitate workshops for the same target audience.
- Liaison with educational institutions and other stakeholders with reference to ongoing museum visits and workshops (both online and offline).
- Assist the department in the development and implementation of monitoring and evaluation systems for all ongoing programmes.
- Assist the department in analysis of feedback and data from all programmes.
- Ensuring the safety and security of the MAP Education Centre at all times, and maintaining inventory of supplies, documents, electronics, among others.

## **Additional Duties and Responsibilities**

- Working with the PR & Communications department in providing information and ideas for marketing the programmes.
- Working with the photography department in ensuring documentation of physical events, making selection of usable images and overall maintenance of the database.
- Presenting the MAP Administrator with financial records or data as required for the management of budgets.

## **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 fluent verbal language skills in English and Kannada
- Ability to work in a fast paced environment that values diversity; and comfort working within child-centred or learner-led environments
- Experience working 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 and maintain knowledge of relevant research.
- Reliable and organised, with a flexible and proactive attitude
- Ability to respond in emergency situations in a calm and comforting manner
- Basic knowledge of G Suite, including Google Docs, Spreadsheet, Slides, among others
- Excellent attention to detail and time management
- Ability to prioritise and work efficiently under pressure

## **Desirable Qualifications**

- Experience working with children and youth in formal or informal environments
- Clarity in written communication in English and Kannada
- 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.