

Events Manager

Role type: Full-time

Location: Bangalore

Reports to: Head of Education & Outreach

Contract: Permanent, with three months probationary period

Salary: Competitive, based on experience

Application deadline: 18 January 2023

Role commencement: Immediate

About the Museum of Art & Photography

The Museum of Art & Photography (MAP) is a new and innovative museum opening in February 2023 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.

Over the last few years, prior to its public opening, MAP has been carrying out its mission by actively reaching out to the local community through a variety of programmes and projects. Since the pandemic, our programming was also taken 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 public opening and we are looking for an experienced Events Manager, with a passion for the arts, to be a key part of realising the museum's vision and have a real impact on our audience engagement and reach.

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, strategic and event coordination skills, resourcefulness and interpersonal skills.

The role requires working closely in collaboration with all departments of the museum, including Exhibitions, and Communications & PR.

Duties and Responsibilities

- Help in the ideation, development and delivery of MAP's public programmes, including both in-person and online events - overseeing a wide range of topics, formats, and interpretive approaches that appeal to diverse audiences.
- Identify and communicate with artists, scholars and other experts, speakers or facilitators to participate in MAP programmes as needed.
- Manage MAP's monthly calendar of events, leading all related administrative duties.

- Increase opportunities for newer audiences to engage with the museum; and for greater diversity and inclusion in the range of MAP's programmes across topics, speakers/facilitators and visitors/participants.
- Work as part of a team to brainstorm and activate any programmatic activations.
- Work in tandem with MAP's Communications team: ensuring that all communication material is delivered and that museum activities are listed across platforms; as well as helping with strategising so that marketing for events is amplified for relevant audiences and the impact of programmes may be made better visible.
- Work with the IT team to ensure audio/visual and other technology needs for programmes are met; and with the Exhibitions team to identify artists, guest speakers, and support exhibition components that have performative and programmatic elements.
- Work closely with the Inclusion Manager to continually improve the accessibility of programmes, and ensure that access requirements are met for live events wherever required.
- Cultivate and manage relationships and partnerships that can help MAP build collaborative programming, both online and offline.
- Learn and assist with managing event ticketing platforms and virtual event platforms, as required.
- Manage logistics for all events, and ensure that all protocols of recording and documentation are suitably followed, from permissions to publishing of videos.
- Maintain the public programming archive of event materials, marketing assets and documentation.
- Help measure impact analysis through maintaining and analysing data on engagement, and provide strategic input to the museum's long-term plans for programming.
- Provide events-management help to other departmental or one-off engagements as needed, such as patrons events or press conferences.
- Maintain and create reports and budgets for engagements, as needed.
- Engage and collaborate with a wide variety of stakeholders, including internal staff, sector experts and practitioners, audience members and other external partners.
- Support additional department projects and programmes as needed.

Qualifications

- 3-5 years of dedicated programme coordination or arts management experience
- Exceptional communication skills, both written and verbal
- Excellent interpersonal skills, with a collaborative approach
- Strong organisational skills and an eye for detail
- Self-driven, proactive and resourceful with a capacity to tackle any unforeseen crises or issues that arise during the implementation of programmes
- Familiar with digital events platforms, as well as outreach and audience growth tools available

- Experience in working with and forming partnerships; ability to work with multiple internal and external partners to achieve a project or common goal
- Ability to establish and maintain effective relationships with diverse audiences
- Ability to lead, manage and juggle multiple tasks and meet demanding deadlines
- Ability to work well under pressure while exhibiting professionalism, with an audience-focused attitude
- Commitment to equitable practice
- Knowledge of the non-profit sector, museum operations, the arts industry, and arts marketing would be a plus
- A background in art history or museum studies (not mandatory, but preferred)

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.