

Executive Assistant to the Director – MAP

Reports to: Director

Role type: Full-time

Location: Bangalore

Contract: Permanent

Salary: Competitive, dependent on experience

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 of a growing collection of over 60,000 artworks, predominantly from the Indian subcontinent and dating from the 12th century to the present. Its flagship site will include five galleries, an auditorium, an art and research library, an 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 of the visual arts in India, focusing on 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, particularly to schools in Bengaluru, through various 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 Executive Assistant to the Director is a desk-based and also a front-ending role supporting the Director and interfaces with visitors to the Museum and all stakeholders with due consideration of MAP's vision and goals to ensure a friendly, inclusive, and secure experience for all.

Duties and Responsibilities

- Coordinate executive communications, respond, and correspond as directed by Director with the most confidentiality and zero error.
- Schedule and manage calendars and help prepare for meetings and events. Accurately recording minutes from meetings.

- Ability to interact with SMT and facilitate Directors' requirements based on specific instructions from the Director.
- Researching and conducting data to prepare documents for review and presentation for boards of directors, committees, and executives.
- Preparing financial statements, reports, memos, invoices letters, and other documents.
- Handling basic bookkeeping tasks.
- Filing and retrieving corporate records, documents, and reports.
- Greeting visitors and deciding if they should be able to meet with Director.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Reading and analyzing incoming memos and submissions with distributing them as needed.
- Making travel arrangements for Director.
- Performing office duties that include ordering supplies and managing a records database.
- Experience as a virtual assistant.
- Opening, sorting, and distributing all types of correspondence.
- Provide general administrative support
- Active help desk for support for all programs and events
- Admin responsibilities that may be assigned from time to time

The services outlined above are not meant to be an exhaustive list of tasks. The Employee is expected to carry out any other related duties that are necessary for the optimum functioning of the organization as a whole within the employee's skills and abilities whenever a need is pointed out, becomes apparent, or as reasonably instructed.

Requirements

- Minimum 4 years of proven experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of the entire MS Office and Google.
- Graduation with Professional level verbal and written communication skills.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- Exceptional interpersonal skills and proactive approach to problem-solving with strong decision-making skills.

Desirable as an added advantage:

- Professionals from the education industry
- Experience working in Museums
- Experience working for a not-for-profit organization

- Available to join immediately

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.