

Head of Collections / Senior Manager - Collections

Role type: Full-time

Location: Bangalore

Contract: Permanent

Salary: Competitive

Application deadline: Feb 28, 2023

Role commencement: Immediate

Links: www.map-india.org

About MAP

The Museum of Art & Photography (MAP) is a new and innovative art organisation 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. MAP is custodian to a growing collection of over 60,000 artworks, predominantly from south India and dating from the 12th century to the present.

Its 43,000 sq. ft. flagship site includes five galleries, an auditorium, an art and research library, an education centre, a multimedia centre and a specialised research and conservation facility.

MAP's activities have already expanded beyond the four walls of a traditional museum space. Having launched in December 2020, MAP's Digital Museum, one of the first in India, curates non-stop art experiences for audiences of all ages, from online exhibitions to a range of articles and essays, collaborations with museums around the world, engaging talks by leading industry figures, and educational resources for kids and adults.

This is an exciting time to join the team at MAP as the museum is now open to the public.

Role Overview

The Head of Collections will be accountable and responsible for the end-to-end management of collections as custodians of the museum's growing collection of artworks. They will provide the leadership and strategy for ensuring all artworks in the MAP collection are accurately catalogued, and documented. Will lead a team of specialists, archivists, photographers, conservators and our registrar, whilst working closely with our Exhibitions and Educations departments, providing access to the collection for a range of programming. MAP is dedicated to making its collection as accessible to as wide an audience as possible and this role is therefore central to the museum achieving this mission.

Duties and Responsibilities

- Overseeing and being responsible for the cataloging and documentation of the museum's growing collection of artworks.
- Ensure all documentation related to collections and collection management policies are framed and implemented.
- Prepare all agreements and loan documents related to borrowing and lending of artworks both from and to MAP.
- Providing leadership and strategy for ensuring all artworks in the MAP collection are accurately catalogued, and manage a team of archivists, photographers, conservators and our registrar, whilst working closely with our Exhibitions, Educations & Communications departments, providing access to the collection for a range of programming.
- MAP is dedicated to making its collection as accessible to as wide an audience as possible and this role is therefore central to the museum achieving this mission.
- To oversee the realisation of an exhibition from inception to de-installation, maintaining checklists to ensure that all necessary artworks are made available for display in the exhibition space.
- Monitor all internal and external loan requirements, ensure that loan conditions are met for both institutions. You will be working closely with the Registrar for this.
- Ensure and Keep the 'Museum Management System' (MMS) updated.

- Open to travel for research whenever required.
- Monitor and maintain the budgets of the team and also ensuring the teams and projects under collections have competent and motivated staff.
- Work with the conservation team on condition reports as per museum standards for all internal and external exhibitions, and co-ordinate with the restorers for any conservation that may be required to be carried out.
- Work with the Administrator and Registrar in cases of insurance claims.
- Inspect galleries for their upkeep and ensure that any damages are informed to the Administrator.
- Write wall texts and any didactic material including labels, newsletter and website content.
- Document and archive material requested for exhibitions and programmes on Team Drives.
- Represent MAP at public events, meetings and networking on behalf of the organisation.
- Conduct gallery tours when requested.
- Represent Collections in the Contribute to the senior management teams

Requirement

- Candidates should have over 5 years of proven experience working with extensive collections, as well as demonstrable managerial experience.
- The candidate should be passionate about being part of a committed team working in a fast-paced and performance-driven culture.
- Experience handling diversified collection

Additional Qualifications

- Validated strong strategic problem solver who can set goals and run multiple, diverse projects.
- Strong organizational skills, extreme attention to detail and solid follow up.
- Analytical skills: the ability to define problems, collect data and motivate team as required.
- Eye for detail and qualitative delivery

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.