Executive Assistant

Reports to: The Director
Works closely with: The director and coordination with all the departments
Role type: Full-time
Location: Bangalore
Contract: Permanent
Salary: Competitive, dependent on experience
Commencing: Immediately
Application Deadline: 31st July, 2023

About MAP

The Museum of Art & Photography (MAP) is a new and innovative museum that opened its doors to the public in February 2023. 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.

Since 2016, even while the museum’s physical space was being built, MAP has been carrying out its mission by actively reaching out to the local community through a variety of programmes and projects. With the pandemic, it also took a lot of its programmes online.

This is an exciting time to join the team at MAP, in our new space and with many new projects in the pipeline. With audience development and growth one of the primary areas of focus with the physical museum now open and operational, we’re looking to expand our Public Programmes team. Role overview
Duties and Responsibilities:

- Coordinate executive communications, respond, and correspond as directed by the 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 the 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 the 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.