Head of Human Resources

Reports to: Museum Director
Role type: Full-time
Manages: HR Coordinator
Location: Bangalore
Contract: Permanent
Salary: Competitive
Commencing: Immediately

About MAP

The Museum of Art & Photography (MAP) is one of India’s first major museums of South Asian visual culture. The museum is housed in a state-of-the-art, 44,000 square foot building, designed by the acclaimed Indian architectural practice Matthew & Ghosh, on a landmark site at the heart of Bengaluru’s museum district. MAP's five-story building on Kasturba Road includes multiple galleries where the collection is displayed, an auditorium, an art and research library, an education centre, a specialised research and conservation facility, as well as a café.

MAP’s collection includes more than 60,000 works predominantly from South Asian: Modern and contemporary art, living traditions, textiles, craft and design, pop culture, pre modern art and photography, dating from the tenth century to contemporary times.

MAP’s mission is to take art and culture to the heart of the community, making it accessible to diverse audiences, and to create a museum-going culture that encourages people to experience art and heritage in new ways. The museum is a space for ideas and conversations that are initiated through its collection, enabling the museum to engage with audiences in multiple ways. MAP seeks to inspire people to interact with art in ways that encourage humanity, empathy and a deeper understanding of the world we live in.
With a focus on accessibility for people with disabilities, and technological tools to make the museum relevant and exciting, MAP ensures a holistic experience for visitors of all ages.

Having launched online in December 2020, at the height of the pandemic, as India's only digital-first museum, MAP has been bringing its collection to life through multiple pathways, 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.

**Role Overview**
The Head of HR will be responsible for overseeing all aspects of human resources management at MAP. Supported by the HR Coordinator, they will develop and implement HR policies and procedures, manage recruitment and selection processes, oversee payroll, foster employee engagement and development, promote a culture of inclusion and accessibility and ensure compliance with relevant labour laws and regulations. A member of the Senior Management Team, the Head of HR will contribute to conversations about the overall management of the organisation and will work with peers to align HR strategies with the organisation's goals and values, as well as play an important role in guiding the organisation through a time of transition following the successful opening of the museum.

**Duties and Responsibilities**

- Develop, implement and regularly update HR policies and procedures that are aligned with the museum's mission, values, as well as legal requirements.
- Manage the recruitment and selection process, including job postings, candidate screening, interviews, contracts and onboarding.
- Oversee the induction process for all new employees and exit interview process for those who may leave.
- Proactively promote and train the team on Inclusion and Accessibility best practices, organise sensitisation training and assist the Inclusion team as and when required.
- Organise and/or support all staff training sessions related to health, safety, security, up-skilling or other as needed.
- Oversee employee performance management, including goal setting, performance reviews, and professional development plans.
- Implement strategies to promote employee engagement, motivation, and retention.
- Advise and support managers and employees on HR-related matters, including employee relations, conflict resolution, and disciplinary actions.
- Oversee staff welfare and wellbeing, including leave management issues, health management and referral to occupational health.
- Ensure compliance with labour laws and regulations, and maintain accurate and up-to-date employee records.
- Manage compensation and benefits programmes, including salary administration, performance-based incentives, and employee benefits.
- Manage HR related communications throughout the organisation
- Provide guidance and support on HR-related aspects of organisational development and change management initiatives.
- Proactively guide managers in professional HR best practices including in giving feedback, handling difficult conversations, and performance management or the appraisal process.
- Lead the HR team, fostering a culture of collaboration, continuous learning, and professional growth.

Requirements

- Master’s degree in Human Resources Management, or a related field.
- Proven experience of at least 3 years in a senior HR management role, preferably in the cultural sector.
- Strong knowledge of employment laws and regulations in India.
- Strong knowledge and understanding of inclusive practices especially in the HR domain.
- Demonstrated experience in developing and implementing HR policies and procedures.
- Excellent interpersonal and communication skills, with the ability to build effective relationships and work collaboratively with stakeholders at all levels.
- Strong leadership and people management skills, with the ability to inspire and motivate a team.
- Sound judgement and decision-making abilities, with the ability to handle sensitive and confidential information.
- Ability to maintain tact, patience and discretion under pressure.
- Excellent organisational and time management skills, with the ability to prioritise and manage multiple tasks.
- Proficiency in HR information systems and tools, ideally peoplehum.
- Familiarity with the non-profit sector and the arts industry would be an asset.
- Excellent spoken and written English. Ideally fluent in Kannada and Hindi.

**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.