



Archivist

Reports to: Head of Collections

Role type: Full-time

Location: Bangalore

Contract: Permanent

Salary: Competitive

Commencing: Immediate

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. For more information about the museum, please visit www.map-india.org.

Role overview

MAP is currently recruiting an Archivist who will be part of the Collections team responsible for the museum's vast collection of objects and the role of the Archivist is integral to the collections Department. The candidate will aid the department in research, cataloguing, digitisation, care, storage and display of the collection. The candidate will ensure all objects' information is accurately entered into the museum's Collections Management System. The candidate will support the department's goal to provide access to the museum's vast collection to various internal and external stakeholders.

Roles and Responsibilities:

- To accurately document and catalogue artworks
- To digitise artwork information on the Museum's Collections Management System
- To aid in inventory management of the collection
- To research and ensure that descriptions and catalogue notes are duly entered into the Collections Management System
- To work with the Collections and Conservation team in the care and maintenance of objects on display and storage
- To report/ coordinate with the Registrar for any damages and repairs to the works for restoration/conservation
- To support in artwork movement
- To provide access to objects information to various departments in MAP, including Education & Outreach, Exhibitions, PR & Communications, Development & Inclusion, and Technology
- To provide guided tours of the museum
- Travel for research if/whenever required by the Department
- Any other duties assigned by the line manager

Required Competencies

- A Post-Graduate degree in Arts, History, Museum Studies, Design, or in any specialised field of art, with knowledge or experience of researching objects of modern and contemporary art.
- Knowledge of Indian modern and contemporary art practices is required.
- Minimum one year of work experience in a museum, gallery or a research institution.
- Self-motivated individual, with an eye for detail, to conduct and push research boundaries leading to well-documented and researched collections.

- A team player, who will contribute effectively towards the department goals.
- Ability to multitask in an environment that is challenging and dynamic.
- Should be able to travel and adapt to certain situations that may arise while on research projects.
- Should know the basics of object handling and upkeep of the artworks.
- Ability to write academically as well as proficiency in written communication is an essential qualification.
- Interpret and draw themes from the collection so as to make them accessible and engaging to the public
- Excellent organisational skills and impeccable attention to detail is a strong requirement.
- Working knowledge of software like MS Office, G Suite and any collections management system is a plus.

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.