

Archivist

Reports to: Head of Collections

Role type: Full-time

Location: Bangalore

Contract: Contract

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

The role of the archivist is integral to the Collections Department. The candidate will aid the department in research, cataloging, digitisation, care, storage and collection display. 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.

Responsibilities

- To accurately document and catalogue objects from MAP's Popular collection
- To digitise artwork information on the Museum's Collections Management System
- To aid in inventory management of the collection
- To ensure end-to-end project management, including photography deadlines for objects recorded in the Collections Management System
- To research and ensure that descriptions and catalogue notes are duly entered into the Collections Management System

- To support in artwork movement
- Any other duties assigned by the line manager

Required Competencies

- A Postgraduate degree in Arts, Film History, History, Museum Studies, Design, or any specialised field of art.
 - Knowledge or interest in Indian film history will be desirable
 - Knowledge of archival principles and practices.
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- At least 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.
 - Excellent organisational skills and impeccable attention to detail is a strong requirement.
 - Working knowledge of software like MS Office, G Suite, Adobe Photoshop 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.

Application process

To apply please use [this link](#) and submit your application by xxxxx.