



Development Administrator

Reports to: Development Manager

Location: Bangalore

Contract: Permanent

Salary: Competitive, dependent on experience

Role Commencement: Immediately

Experience Level: Entry Level

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 Mathew & 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 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 Development Administrator will play an important role as part of the Development team. Line managed by the Development Manager, the successful candidate will provide effective, timely and accurate administrative support to the team.

The role involves managing ongoing research projects, providing administrative support to the function, managing the database while also drafting communications and managing the team's calendars.

This is an entry level position ideal for a candidate with a keen interest in learning about art fundraising and art administration.

Roles and Responsibilities

- Coordinate projects related to fundraising such as research, fundraising campaigns and data collection.
- Assist the Development Manager and the Development Coordinator in maintaining the department database and the drive to ensure that information held is up to date and fit for purpose in terms of relationship management, donor stewardship and prospecting.
- Assist the Development Coordinator on all due diligence processes.
- Calendar management.
- Draft emails and communications for the team.
- Collate information from other departments and draft communications to MAP's key stakeholders. This includes the regular newsletter as well as other ad hoc communications.
- Collate information from other departments and draft donor reports as instructed by the Development Manager.
- Prepare thank you letters and receipts, as instructed by the Development Manager.
- Liaise with the Accounts Team, as required.
- Ensure correct and up to date listing of all donors of MAP on all digital and printed assets.
- Manage the Development email id on a day-to-day basis and relay information within the team.
- Assist the Corporate Development Manager and Officer in delivering events when needed.

Skills and Experience

Essential

- An interest in Indian arts and a sincere commitment to pursuing a career in arts fundraising.
- Attention to detail is a key requirement for the post.
- Communication skills. We are looking for a candidate who is articulate and proactively shares information and updates about their work with peers.
- Is capable of understanding when to seek help from peers or escalate to the line manager.
- Can prioritise tasks effectively and meet deadlines.
- Is collaborative and wishes to contribute to the success of the team.
- Languages: English (written and spoken).

Desirable

- Languages: any Indian language, especially Kannada would be ideal.
- Knowledge of Indian arts.
- Previous experience or training in an administrative role within an art organisation for example, expense trackers, receipts and bills.
- Experience with Microsoft Suite and Google Suite. Prior experience with CRM is ideal.