



## **Project Coordinator**

**Reports to:** Head Of Collections

**Role type:** Contract

**Location:** Bangalore

**Role Commencement:** 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](http://www.map-india.org).

### **Role Overview**

As a Project Coordinator, you will be tasked with overseeing the digitisation project in collaboration with MAP's Head of Collections. Your responsibilities will include devising a digitisation strategy, maintaining project budgets, coordinating with internal and external stakeholders, ensuring team alignment with project requirements and schedules, resolving issues, submitting deliverables, preparing reports, establishing communication plans, managing changes, coordinating material acquisition and document development, obtaining acceptance of deliverables, and conducting post-project evaluations.

### **Duties and Responsibilities:**

- Devise digitisation strategy and set targets based on pre-decided goals with MAP's Head of Collections.
- Maintain budgets for the project.
- Work on a research plan with the senior researcher and the Head of the Collections.



- Coordinate with all team members, including archivists, researchers, photographers, and members of MAP's Collections department, to ensure all parties are on track with project requirements, deadlines, and schedules.
- Meet with all team members to identify and resolve issues.
- Coordinate with external stakeholders, including research scholars, for any additional research or information required.
- Submit project deliverables to the MAP Director and the Head of Collections and ensure they adhere to MAP's standards.
- Prepare weekly and monthly status reports by gathering, analysing, and summarising relevant information.
- Establish effective project communication plans and ensure their execution throughout the project.
- Ensure any changes in the project are informed to all team members, including its impact on the schedule and budget.
- Coordinate acquisition of materials, development of manuals (if required) and other documents as needed to enable successful implementation and turnover of the process.
- Obtain acceptance of project deliverables from the Head of Collections.
- Conduct post-project evaluation and identify successful and unsuccessful project elements.

## **Requirements**

- Bachelor's degree in project management, business administration, library science, information science, or related field.
- Experience with digitisation projects, archival work, or collection management is advantageous.
- Exceptional organisational and time management skills.
- Strong communication and interpersonal abilities.
- Collaborative team player.
- Proficiency in budget management and financial analysis.
- Attention to detail for quality assurance.

## **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.