



Programmes Coordinator - Digitisation Project

Reports to: Head of Education & Outreach

Role type: Full-time

Location: Bangalore

Role type: Contract, until March 2025

Salary: Competitive

Commencing: Immediately

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.

Since 2016, even while the museum's physical space was being built, MAP has been carrying out its mission by actively reaching out to the local community through a variety of programmes and projects. With the pandemic, it also took a lot of its programmes online.

This is an exciting time to join the team at MAP, in our new space and with many new projects in the pipeline. With audience development and growth one of the primary areas of focus with the physical museum now open and operational, we're looking to expand our Programmes team.

Role overview

The Programmes Coordinator - Digitisation Project will be required to ideate, plan and deliver public engagements and other dissemination activities to highlight and grow interest in two ongoing projects at MAP - the digitisation of film ephemera in the museum's collection and a video series showcasing culturally significant sites across the country.



About the Project:

The digitisation of film ephemera from the MAP collection has been an ongoing project for over two years, and has till date digitised approximately 12,500 artworks. Film ephemera refers to art objects that were used primarily for film promotions in the analogue era and the artworks at MAP include a diverse collection consisting of objects like film posters, song booklets, pressbooks, lobby stills, lobby cards and vinyl album covers. The project also includes the creation of digital exhibits at the multimedia gallery at MAP and research into some areas of film visual histories based on the digitised collection.

Another facet of heritage preservation has been made possible by a project that has been creating a library of immersive videos of sites across the country looking to highlight the socio-cultural significance of these places/spaces. *Around India through MAP* already holds over 50 videos, and this ongoing project enables audiences to travel virtually and experience these sites and open conversations on their histories and legacies.

Duties and Responsibilities

- Ideate, plan, and propose engagement frameworks for programming around the two relevant projects, keeping the museum's and projects' objectives in mind.
- Develop and deliver a range of events and engagements in consultation with MAP teams, based on the same.
- Maintain and keep up to date timelines and budgets for the programming activities undertaken.
- Collaborate with internal and external stakeholders to ensure effective public engagement; and build focused outreach pipelines towards the same.
- Identify, build and maintain partnerships and collaborations with relevant organisations/groups/individuals
- Maintain open lines of communication with speakers, guests or facilitators and ensure that all engagements run smoothly.
- Coordinate with any and all external vendors and event partners as required.
- Manage all logistics for live engagements: whether on digital platforms or physical venues.
- Ensure that all protocols of recording and documentation are suitably followed, from permissions to publishing of videos; and maintain these on file .

- Ensure that impact evaluation and feedback mechanisms are in place for all executed ideas, and maintain records of the same.
- Create a final report on all programmes undertaken towards the two projects at the end of the financial year.
- Provide support and help for other engagements and programmes held at the museum, whenever needed.
- Any other tasks that may be assigned to them based on requirements at the time.

Requirements

- Demonstrated experience in public engagement, event planning, and project management.
- Strong research and writing skills; excellent communication and interpersonal skills.
- Ability to manage budgets and coordinate logistics
- Comfort with public speaking; and the ability to interact positively with audiences of different ages
- Self-motivated, with a willingness to learn and ability to effectively collaborate with multiple stakeholders
- Reliable and organised, with a flexible and proactive attitude and an eye for detail
- Basic knowledge of G Suite, including Google Docs, Spreadsheet, Slides, among others
- Familiarity with digital tools, including event platforms, outreach and audience growth tools, or social media platforms is a plus
- Experience working in the arts and heritage sector would be an advantage
- Knowledge of Indian cinematic history or experience working with popular Indian art would be an asset
- Fluency in multiple languages, including Kannada would be preferred

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.