



## **Digital Processing Executive - Shooting and Editing**

**Reports to:** Technology Operations Head

**Role type:** Contract

**Location:** Bangalore

**Role Commencement:** Immediate

### **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 Matthew & 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 for people with disabilities, 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**

As a Digital Processing Executive specializing in shooting and editing at MAP, your primary responsibility will be to capture and edit high-quality assets, ensuring they align with our clients' requirements and marketing goals. Collaborating closely with the production team, stakeholders, and clients, your expertise in shooting and editing will play a vital role in executing successful digital production projects. This position necessitates strong technical skills in shooting and editing software, exceptional attention to detail, and the ability to meet tight deadlines.

## **Duties and Responsibilities:**

### **1. Shooting and Capture:**

Utilise your expertise in shooting techniques, equipment, and software to capture high-quality visual assets, including videos, animations, and images.

Collaborate with the creative team, providing input on camera angles, lighting, and composition to achieve desired visual outcomes.

Ensure that shots are captured correctly, adhering to project briefs, brand guidelines, and technical specifications.



## **2. Editing and Optimization:**

Utilise your skills in editing software (e.g., Autodesk Maya, Cinema 4D, Blender) to edit, enhance, and optimise assets.

Implement visual effects, integrate animations, and fine-tune lighting to create visually appealing and engaging digital content.

Collaborate with the production team to ensure a smooth workflow, addressing any technical issues and enhancing the overall quality of assets.

## **3. Project Coordination:**

Work closely with cross-functional teams, including creative, marketing, and client servicing, to understand project objectives and deliverables.

Collaborate with stakeholders to determine project timelines, coordinating input and feedback to ensure timely and accurate processing of assets.

Proactively address any production-related issues and suggest solutions to ensure project success.

## **4. Quality Control:**

Conduct detailed quality checks to ensure the accuracy, consistency, and adherence of processed assets to brand guidelines and client expectations.

Apply thorough quality control measures throughout the editing and optimization stages to deliver high-quality outputs.

Implement necessary adjustments or enhancements based on feedback from stakeholders, continuously improving the quality and impact of the delivery assets.



## **5. Technical Support:**

Troubleshoot technical issues related to shooting and editing software and equipment, ensuring smooth operations throughout the digital processing workflow.

Stay updated on emerging technologies, software updates, and industry best practices to recommend and implement workflow enhancements.

## **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.