



**Position:** Assistant Registrar

**Contract:** Permanent

**Location:** On-site, MAP

**Remuneration:** Competitive, depending on previous experience

**Application Deadline:** Rolling. Apply here.

**Role Commencement:** 1st April 2025

The [Museum of Art & Photography \(MAP\), Bengaluru](#) is looking for an Assistant Registrar to carry out duties related to registration of artworks coming to the MAP Collection. The ideal candidate will have excellent attention to detail, can efficiently multi-task across projects and be impeccable with paperwork and data entry. MAP is looking for candidates with a background in art, art history or a related field.

### **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 100,000 works predominantly from the South Asian region: 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 and



abilities. 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 a range of educational resources.

### **Role Overview**

As part of the Registration function of the Collections team, the Assistant Registrar is responsible for preparing all necessary paperwork to register incoming artworks into the MAP Collection. They will work closely with all departments but especially the Collections Managers, Exhibitions and the Conservation teams to facilitate access to MAP artworks and ensure up-to-date paperwork for both internal and external movement of artworks.

### **Key Responsibilities**

- Record keeping for the collection, with a focus on the movement of artworks internally as well as externally for loans and exhibitions.
- Preparing and maintaining all paperwork including insurance policies, loan agreements, gift agreements, registrations for new artworks and any other related documents.
- Assisting the Registrar with reviewing and updating backlog of unprocessed registration documentation to the content management system, Cumulus.
- Liaising with external vendors and officials to process ASI registrations, Artist Authenticity Certificates (AACs) and image licensing requests.
- Liaising with the Conservation team for condition reports and coordinating with various stakeholders.
- Ensuring all legal paperwork is in place for the collection and proactively bringing in systems and workflows to ensure record keeping.
- Maintaining records of storage, exhibit, and loan locations of all objects in collection for use of establishment personnel, insurance representatives, and other stakeholders.
- Adequate and precise photo-documentation of incoming and outgoing artworks.

### **Preferred Skills and Abilities**



We invite applications from candidates who:

- Hold a bachelor's or master's degree in law, art, history, cultural studies, heritage studies or a related field from an accredited and esteemed university.
- Have a background and interest in art-related laws and systems are preferred.
- Have at least 4-5 years of experience in working with private or public collections in art galleries, archiving, museums or art logistics companies.
- Have keen attention to detail, especially in large volumes of paperwork
- Are comfortable working with the Google workspace, specifically Google Docs and Google Sheets, along with other tools available on the Google Suite and have a working familiarity with EasyLib or any other library automation software.
- Have strong interpersonal communication skills, and align with the culture and values of the museum.
- Have a basic understanding of image capture for documentation purposes. The role will require the candidate to take photographs of incoming and outgoing artworks with attention to detail.
- Are physically able to stand for long periods of time, lift art objects of less than 5-7 kgs and handle fragile works of art.
- Are proactive and can be responsible and accountable for their own decisions while working simultaneously on multiple aspects of the project

### **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 and nomination process**

To apply, fill in the application form [here](#).

Please note that only shortlisted candidates will receive confirmation via email. Following this, they will be invited for interviews. The role will then commence in April, 2025. Please write to [hr@map-india.org](mailto:hr@map-india.org) with any queries you may have.