



Position: Development Sr. Officer

Contract: Permanent

Location: On-site, MAP

Remuneration: Competitive, depending on previous experience

Application Deadline: Rolling. Apply here.

Role Commencement: 1st April 2025

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

The Development Sr. Officer is a role within the MAP Development team. They will work alongside the Development Administrator and Development Assistant and report to the Acting Head of Development.

Key Responsibilities

- Working closely with, and supporting Acting Head with a range of initiatives and strategies to further expand MAP, from time to time, within and beyond the scope of the organisation's immediate goals.
- The expectation is that the Sr. Officer comes with experience in Finance functions for over 3-4 years as the role requires you to work closely on managing the finance and budgeting functions for the team.
- Assist in drafting, managing and organising contracts for various projects, partnerships and commissions.
- Helping administer grant processes and funds
- Enhancing processes and keeping track of all MAP budgets and expenses.
- Devising strategies, including surveys, feedback forms, and interviews to collect, track, analyse and present data surrounding audience impact across all projects.
- Contributing to developing quarterly and annual reports in an accurate and timely manner, and in collaboration with relevant team members.
- Assisting in the production of project decks and presentations from time-to-time.
- Maintaining communications with donors.

Preferred Skills and Abilities

We invite applications from candidates who:

- Strong understanding of grant management principles and compliance regulations
- Proven experience in financial analysis and budget management
- Excellent communication and collaboration skills to work effectively with cross-functional teams.
- Have interest and experience of 3-4 years in finance reporting and documentation.
- Have strong interpersonal, problem-solving and communication skills.
- Are highly organised, systematic and exhibit a strong attention to detail.



- Are able to gain a working knowledge of current thinking, and best practices in the field.
- Ability to plan and prioritise a demanding workload and to meet deadlines.
- Are comfortable working on the Google and Microsoft workspace and remote working technology, along with other tools available on the Google Suite as well as Microsoft excel
- Are proactive and can be responsible and accountable for their own decisions while working simultaneously on multiple projects.
- Ability to work collaboratively within and across departments as well as work styles.

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 with any queries you may have.