



Job Title: Publication Coordinator

Location: Remote

Position Type: Full-time, Contractual (with potential for renewal)

Reports to: Director, Museum of Art & Photography (MAP)

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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. 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

MAP is looking for a detail-oriented and motivated **Publication Coordinator** to manage and streamline the museum's growing publication programme. This includes coordinating exhibition catalogues, artist monographs, photobooks, academic publications, newsletters, and other print/digital editorial content.

The ideal candidate will have experience in editorial production and publishing workflows, and will liaise with multiple teams including curatorial, design, communications, and external vendors.

Key Responsibilities

- **Project Management:**
Coordinate timelines, budgets, and deliverables for all MAP publications—print and digital.
- **Editorial Coordination:**
Liaise with writers, editors, photographers, image resources, translators, and proofreaders; manage editing workflows, version control, and copy deadlines.
- **Design & Production Coordination:**
Work closely with MAP's design team or external designers to oversee layout, typesetting, image permissions, and print-ready files.
- **Vendor Liaison:**
Coordinate with printers, distributors, and other third-party service providers to ensure quality and timely delivery.
- **Marketing & Publisher Coordination:**
Liaise and negotiate with external publishers, bookstores, and distributors; support MAP's communications team in planning launches, promotional content, and visibility for publications.
- **Digital Publishing:**
Collaborate with the digital team to ensure smooth conversion of select publications into online formats (PDFs, e-books, microsites).
- **Archiving & Metadata:**
Maintain records of publication assets, permissions, ISBNs, and metadata for cataloguing and distribution.
- **Cross-Departmental Coordination:**
Serve as the key point of contact between departments to integrate curatorial, educational, and communications inputs into publications.

Requirements

- Proven experience (minimum 2–3 years) in publishing, editorial project management, or a similar role in the cultural or academic sector.
- Strong organisational and time-management skills with an ability to handle multiple deadlines.
- Network and familiarity with publishers and printers in India.



- Familiarity with editorial processes including copyediting, proofreading, and production workflows.
- Excellent written and verbal communication in English; knowledge of Kannada is a plus.
- Experience with design tools (Adobe InDesign, Illustrator) and/or basic familiarity with image resolution and printing standards is preferred.
- Comfort with remote work and digital collaboration tools (Google Workspace, Slack, or similar platforms).

What We Offer:

- Opportunity to work in a dynamic and innovative museum environment.
- Professional development opportunities to grow within the field.
- Competitive salary.

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.