Position: HR Officer
Reporting to: Head of Department
Role Type: Full time
Location: On-site, MAP
Role Commencement: Immediately

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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 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.

Duties and Responsibilities:

1. You will be responsible for handling the complete HRMS.
2. Data management both physical and digital.
3. Manage the onboarding process for new hires, ensuring a smooth transition into MAP.
4. Maintain employee records and HR databases, ensuring accuracy and confidentiality.
5. Ensure compliance with labour laws and regulations.
6. Assist in the preparation of HR reports and metrics for management.
7. Support payroll processing and benefits administration as needed.
8. Support the performance appraisal process, including setting timelines and reminders.
9. Assist in setting employee performance goals and providing feedback.
10. Any other task assigned by the Head of the department.

Skills Set required:

1. Organising, strong communication skills, people centric and strong compliance knowledge.
2. Handling employee records, looking after leave and attendance of staff.
3. Educational Qualification: Bachelors with 5-7 years of relevant experience.

The services outlined above are not meant to be an exhaustive list of tasks. You are expected to carry out any other related duties that are necessary for the optimum functioning of the organization as a whole within the employee's skills and abilities whenever a need is pointed out, becomes apparent or as reasonably instructed

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

Please note that only shortlisted candidates will receive confirmation via email. Following this, they will be invited for interviews. Please write to hr@map-india.org with any queries you may have.