



Corporate Events Executive

Reports to: Corporate Events Manager

Role type: Full Time

Location: Bangalore

Role Commencement: Immediate

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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.

About the role

This is an exciting opportunity to join MAP as a Corporate Events Executive, playing a key role in supporting the growth and execution of our private events vertical. This is a dynamic, client-facing role suited to someone who is highly organised, proactive, and comfortable operating in a fast-paced environment. Working closely with the Corporate Events Manager, you'll prospect new clients, support outreach campaigns, maintain strong client and vendor relationships, and own the operational detail that brings each event to life. This role sits at the intersection of culture and commerce, making it an ideal fit for someone who is committed to delivering high-quality, thoughtfully curated experiences within a venue rooted in art, culture, and heritage.

Key Responsibilities

Pipeline G Outreach

- Build and maintain a qualified pipeline of prospective clients
- Support targeted outreach under senior direction
- Conduct first-response to all inbound enquiries within defined turnaround time, maintain a consistent follow-up cadence and drive their progression through the pipeline to closure

Coordination G Event execution

- Coordinate and conduct site visits at MAP; escalate high-value prospects to the manager for closure
- Own all post-booking logistics: client briefings, vendor coordination, payment processing, documentation, and event-day support

Data management G Reporting

- Maintain accurate and up-to-date records for lead stage, follow-up dates, booking and payment status
- Submit weekly KPI snapshots: leads generated, outreach volume, pipeline movement, and new bookings confirmed
- Support monthly pipeline reviews with data on conversion rates and segment-level performance
- Assist in organising and maintaining required documentation for the vertical
- Contribute to the preparation of quarterly and annual reports

Relationship support and Collaboration

- Support the onboarding of agency partners and vendors, and maintain effective working relationships with them



- Collect post-event feedback from clients through 1-1 interactions and surface insights for service and pricing improvements
- Collaborate with internal teams to support event-related requirements

Qualifications & Experience

- Bachelor's degree in Business, Marketing, Hospitality, or a related field
- 1-3 years of experience in events, hospitality, client servicing, or a similar client-facing role
- Familiarity with CRM or pipeline tracking tools (any platform); working knowledge of LinkedIn and Google Workspace
- Familiarity with prospecting tools to support lead generation and pipeline management

Who we're looking for

We're looking for someone who has/is:

- Strong written and verbal communication skills in client interactions
- The interpersonal skills to build and manage excellent working relationships across clients, vendors, and internal teams
- Proactive and self-driven, with a willingness to take ownership of tasks
- Organised and detail-oriented, with the ability to manage multiple leads and events simultaneously
- Comfortable working in a fast-paced environment and managing timelines efficiently
- Adaptable and collaborates effectively across multiple stakeholders
- Calm and solution-oriented under pressure, especially during live events or escalations

Good to have

- Experience in a culture, arts, or premium hospitality environment
- Interest in or knowledge of the Indian and Global arts and cultural sector

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.