



Position: Archivist

Role Type: Contract

Location: On-site, MAP Bangalore

Remuneration: Competitive, depending on previous experience

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.



Role Overview

The Collections team at MAP is looking for Archivists to work on two main collections in popular culture and photography. The Archivist will be responsible for sorting, arranging, recording metadata, rehousing and managing a large collection of artworks. The primary objective of the project is to rehouse the collection into archival-grade storage, inventory management, accession and catalogue the artworks.

Key Responsibilities

- Accurately identify, research, write and catalogue the artworks in the MAP Collection
- Rehouse all artworks in the collection into archival-grade storage.
- Record information including date, place of origin, materials, techniques, keywords, descriptions and other standard metadata
- Write descriptions for artworks from the collection with enriched research and nuance. Maintain a Bibliography list of references for the same.
- Organise the collection by assigning accession numbers to the artworks and prepare inventory for the same.
- Verify, fact-check and cross-check recorded data for further insights and enriched cataloguing data
- Copy-edit and proof-read completed catalogue entries for tone, consistency, sentence structure and clean written English
- Liaison with experts in the industry to carry out the above tasks
- Contributing to support organizational development with active participation in nominated activities and assignments from time to time.

Preferred Skills and Abilities

We invite applications from candidates who:

- Hold a Bachelor's or Master's degree in art history, photography, history or related fields.
- Have at least 3 years' experience in archiving, documenting and cataloguing objects in a large collection.
- Have demonstrated experience in working with photography negatives, can identify, sort and record metadata information such as title, date, keywords, descriptions, inscriptions and so on.



- Are comfortable with working on Google sheets, Google workspace and archiving content management systems (CMS) like DSpace, TMS or Spectrum.
- Have previous experience in research and writing in the area of modern and contemporary photography from South Asia.
- Have excellent organisational skills and are able to conduct and push research boundaries leading to well-documented and researched collections.

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.