



Head of Human Resources

Reports to: Director

Role type: Full-time

Manages: HR Team

Location: Bangalore

Role Type: Permanent

Salary: Competitive

Commencing: Immediately

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About MAP

The Museum of Art & Photography (MAP), Bengaluru, was built to preserve South Asian visual art and heritage, and cultivate a museum-going culture in India. Housed in the heart of Bengaluru on Kasturba Road, the museum rests in a state-of-the-art, 44,000 square foot building.

Our mission is to harness the transformative potential of art, to enrich lives, ignite creativity, and connect people. We make art accessible and engaging for everyone through innovative experiences, meaningful dialogue and building communities. MAP's collection includes artworks that are predominantly from South Asia. Our collection encompasses 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 is focused on inclusion, using technology and public-facing scholarship, to develop interdisciplinary exhibitions and research initiatives that connect history to contemporary concerns. Having launched online in December 2020, at the height of the pandemic, as India's only digital-first museum, and then physically in February 2023, MAP has been bringing its collection to life through multiple pathways. The museum's online and offline programming enables us to reach broad and diverse audiences, from young students and emerging artists to seasoned researchers and international collaborators. The museum works with local artists and collaborators while also bringing leading international artists to the region and fostering trans-national collaborations in Asia, and beyond.



The museum's focus in the years ahead rests on three essential pillars: rigorous scholarship, deep relationships with artists, and the thoughtful integration of technology — each inseparable from our core commitment to access and equity.

Role Overview

The Head of HR will be responsible for overseeing all aspects of human resources management at MAP. Supported by the HR Coordinator, they will develop and implement HR policies and procedures, manage recruitment and selection processes, oversee payroll, foster employee engagement and development, promote a culture of inclusion and accessibility and ensure compliance with relevant labour laws and regulations. A member of the Senior Management Team, the Head of HR will contribute to conversations about the overall management of the organisation and will work with peers to align HR strategies with the organisation's goals and values, as well as play an important role in guiding the organisation through a time of transition following the successful opening of the museum.

Duties and Responsibilities

- Develop, implement and regularly update HR policies and procedures that are aligned with the museum's mission, values, as well as legal requirements.
- Manage the recruitment and selection process, including job postings, candidate screening, interviews, contracts and onboarding.
- Oversee the induction process for all new employees and exit interview process for those who may leave.
- Proactively promote and train the team on Inclusion and Accessibility best practices, organise sensitisation training and assist the Inclusion team as and when required.
- Organise and/or support all staff training sessions related to health, safety, security, up-skilling or other as needed.
- Oversee employee performance management, including goal setting, performance reviews, and professional development plans.
- Implement strategies to promote employee engagement, motivation, and retention.
- Advise and support managers and employees on HR-related matters, including employee relations, conflict resolution, and disciplinary actions.



- Oversee staff welfare and wellbeing, including leave management issues, health management and referral to occupational health.
- Ensure compliance with labour laws and regulations, and maintain accurate and up-to-date employee records.
- Manage compensation and benefits programmes, including salary administration, performance-based incentives, and employee benefits.
- Manage HR related communications throughout the organisation.
- Provide guidance and support on HR-related aspects of organisational development and change management initiatives.
- Proactively guide managers in professional HR best practices including in giving feedback, handling difficult conversations, and performance management or the appraisal process.
- Lead the HR team, fostering a culture of collaboration, continuous learning, and professional growth.

Qualifications and Requirements:

Educational Background:

Master's degree in Human Resources Management, or a related field.

Experience:

- 12-15 years of experience in HR and proven experience of at least 3 years in a senior HR management role, preferably in the cultural sector.
- Strong knowledge of employment laws and regulations in India.
- Strong knowledge and understanding of inclusive practices especially in the HR domain.
- Demonstrated experience in developing and implementing HR policies and procedures.

Skills:

- Excellent interpersonal and communication skills, with the ability to build effective relationships and work collaboratively with stakeholders at all levels.



- Strong leadership and people management skills, with the ability to inspire and motivate a team.
- Excellent organisational and time management skills, with the ability to prioritise and manage multiple tasks.
- Proficiency in HR information systems and tools, ideally Uknowva.
- Familiarity with the non-profit sector and the arts industry would be an asset.
- Excellent spoken and written English. Ideally knowledge of Kannada and Hindi.

Qualities:

- Sound judgement and decision-making abilities, with the ability to handle sensitive and confidential information.
- Ability to maintain tact, patience and discretion under pressure.

What We Offer:

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

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 organisation as a whole within the employee's skills and abilities whenever a need is pointed out, becomes apparent or as reasonably instructed.

Equality & Diversity

We value and promote inclusion in every aspect of our work and at every level of our organisation. We value diversity in thought and perspective. We aim to provide an environment that welcomes people of all backgrounds and experiences.

Persons are recruited, hired and promoted without regard to caste, gender, religion, age, sexual orientation, gender identity, gender expression and disabilities.