



Assistant Registrar

Reports to: Head of Collections

Role type: Full-time

Location: Bangalore

Salary: Competitive, depending on experience

Commencing: Immediately

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

As part of the Registration function of the Collections team, the Assistant Registrar is responsible for the paperwork in four main areas — authenticity certificates, ASI registration of antiques, image licensing and acquisitions. They will work closely with the Registrar, Collections Managers and the Exhibitions team to facilitate access to MAP artworks and ensure up-to-date paperwork for both internal and external movement of artworks.

Duties and Responsibilities

- Assisting the Registrar for record keeping of the collection, with a focus on the movement of artworks internally as well as externally for loans and exhibitions.
- Preparing and maintaining paperwork including insurance policies, licensing forms, registrations for new artworks and any other related documents.
- Reviewing and updating backlog of unprocessed registration documentation to the content management system, Cumulus.
- Liaising with external vendors and officials to prepare and process ASI registrations, Artist Authenticity Certificates (AACs) and image licensing requests.
- Liaising with the Conservation team for condition reports, the Exhibitions team for incoming loans and coordinating with various stakeholders.
- Ensuring all legal paperwork is in place for the collection and proactively bringing in systems and workflows to ensure record keeping.
- Maintaining records of storage, exhibit, and loan locations of all objects in collection for use of establishment personnel, insurance representatives, and other stakeholders.
- Adequate and precise photo-documentation of incoming and outgoing artworks.



Qualifications and Requirements:

Educational Background:

- Hold a bachelor's or master's degree in law, art, history, cultural studies, heritage studies or a related field from an accredited and esteemed university.
- Have a background and interest in art-related laws and knowledge of legal compliance for cultural institutions.

Experience:

- Have at least 3 years of experience in working with private or public collections in art galleries, archiving, museums or art logistics companies.

Skills:

- Have keen attention to detail, especially in large volumes of paperwork
- Are comfortable working with the Google workspace, specifically Google Docs and Google Sheets, along with other tools available on the Google Suite and have a working familiarity with EasyLib, DSpace, ArchiveSpace or other cataloguing softwares.
- Have a basic understanding of image capture for documentation purposes. The role will require the candidate to take photographs of incoming and outgoing artworks with attention to detail.
- Have strong interpersonal communication skills, and align with the culture and values of the museum.
- Are physically able to stand for long periods of time, lift art objects of less than 5-7 kgs and handle fragile works of art.
- Are proactive and can be responsible and accountable for their own decisions while working simultaneously on multiple aspects of the project

Qualities:

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**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

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.