

Public Programmes Coordinator

Reports to: Head of Education & Outreach

Role type: Full-time

Location: Bangalore

Contract: Permanent

Salary: Competitive

Commencing: Immediately

About MAP

The Museum of Art & Photography (MAP) is a new and innovative museum that opened its doors to the public in February 2023. MAP's mission is to exhibit, interpret and preserve a growing collection of art and cultural artefacts, motivated by a belief that museums can play a positive role in society.

Since 2016, even while the museum's physical space was being built, MAP has been carrying out its mission by actively reaching out to the local community through a variety of programmes and projects. With the pandemic, it also took a lot of its programmes online.

This is an exciting time to join the team at MAP, in our new space and with many new projects in the pipeline. With audience development and growth one of the primary areas of focus with the physical museum now open and operational, we're looking to expand our Public Programmes team.

Role overview

MAP is currently recruiting a Public Programmes Coordinator who will be part of the Public Programmes team responsible for ideating and delivering a range of outreach engagements and events. We are looking for an enthusiastic self-starter (between 18 and 25 years of age) who can have a real impact on our audience engagement and reach. This role will include a particular focus on youth engagement, and require good organisational, interpersonal and communication skills.

Duties and Responsibilities

- Participating actively in the programming and curation of engagements for young adults, which includes doing online surveys and focus groups with young adults, building audience bases and working with MAP's OSCH collective community.
- Building and managing partnerships with colleges, educational and cultural institutions, as well as student cultural groups as part of youth engagement outreach plans and projects.
- Creating and maintaining budgets for engagements as and when required.
- Collaborating with the communications team to figure effective ways of social media outreach of events for young audiences.

- Helping to develop MAP's quarterly calendar of events, and coordinating with other departments to ensure a listing of all relevant museum activities with the same.
- Maintaining open lines of communication with speakers, guests or facilitators and ensuring that all engagements run smoothly.
- Coordinating with any and all external vendors and event partners as required.
- Ensuring that all communications material is delivered on time and helping with strategizing to amplify marketing for programmes for targetted or relevant audiences.
- Managing the logistics for live engagements: whether on digital platforms or physical venues.
- Ensuring that all protocols of recording and documentation are suitably followed, from permissions to publishing of videos.
- Providing support and help for other engagements and programmes held at the museum, whenever needed.

Requirements

- Aged between 18 and 25
- Strong interpersonal and presentation skills; comfort with public speaking; and the ability to interact positively with audiences of different ages
- Demonstrably confident and fluent verbal and written language skills
- Experience working in the arts or education sectors
- Self-motivated, with a willingness to learn and ability to effectively collaborate with multiple stakeholders
- Reliable and organised, with a flexible and proactive attitude and an eye for detail
- Basic knowledge of G Suite, including Google Docs, Spreadsheet, Slides, among others
- Exceptional communication skills, both written and verbal
- Familiarity with digital events platforms, as well as outreach and audience growth tools available is a plus
- Knowledge of the non-profit sector, museum operations, the arts industry would be an asset
- Fluency in multiple languages, including Kannada would be preferred

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.