EVENTS COORDINATOR

Reports to: Events Manager
Role type: Full time
Location: Bangalore
Contract: 1 Year
Remuneration: Rs 25,000
Application deadline: 31st May 2021
Role Commencement: Immediate

This role is open for those between the ages of 18 to 25 and is a part of the Our Shared Cultural Heritage Project that is led by the British Council, working in partnership with Glasgow Life, Manchester Museums and Galleries Partnership, and UK Youth.

About MAP

The Museum of Art & Photography (MAP) is a new and innovative art organisation opening in Bangalore. 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. MAP is custodian to a growing collection of over 18,000 artworks, predominantly from south India and dating from the 12th century to the present.

Currently under construction, its 43,000 sq. ft. flagship site will include five galleries, an auditorium, an art and research library, an education centre, a multimedia centre and a specialised research and conservation facility.

While the museum’s physical space is being built, MAP is carrying out its mission by actively reaching out to the local community, in particular to schools in Bengaluru, through a variety of programs and projects, including artist loans, art exhibitions, workshops and lectures.

MAP’s long term strategy is to be a sustainable and scalable model and catalyst for further positive change in the museum sector in India, through capacity building and knowledge-sharing.

This is an exciting time to join the team at MAP, in the busy lead-up to the opening. The Graphic Designer position is an ideal opportunity for someone who is passionate about making communications come alive.
Our Shared Cultural Heritage

This role is part of Our Shared Cultural Heritage (OSCH) - An ambitious project that runs until January 2023 primarily UK-based which tests and evaluates new, sustainable models for heritage organisations to better engage with young people (particularly young people of South Asian descent) with cultural heritage, their organisations and opportunities. The project is led by British Council, working in partnership with Glasgow Life, Manchester Museums and Galleries Partnership, and UK Youth.

An important strand of OSCH in the UK is developing partnerships with heritage and cultural organisations in India, Pakistan and Bangladesh. In the case of MAP, as well as creating new opportunities and new models for young people to connect with the organisation, there will be opportunities to partner and exchange with our UK partners which could result in skills and knowledge exchange, co-developing and producing events and projects.

The role is open for those between the ages of 18 to 25.

Role overview

MAP is currently recruiting two event coordinators to participate actively in the programming and curation of MAP events for young adults and ideating talks, workshops, panel discussions and masterclasses for 18-25 year audience groups, build partnerships with colleges, educational and cultural institutions and student cultural groups and figure effective ways of social media outreach of events for young students.

The person would shadow MAP’s Creative Head/Events manager to learn how to curate and program events for diverse audience groups, coordinate the design of the marketing and communication collaterals, and initiate outreach of these events to the relevant audiences.

We are looking for someone who is motivated, creative and in tune with the local arts and culture scene and is interested in curating engaging and relevant programming for diverse audiences.

Roles and Responsibilities

- To participate actively in the programming and curation of MAP events for young adults, which includes doing online surveys and focus groups with young adults, building audience bases and ideating talks, workshops, panel discussions and masterclasses for 18-25 year audience groups.
- Building partnerships with colleges, educational and cultural institutions and student cultural groups.
• Collaborate with MAP’s social media manager to figure effective ways of social media outreach of events for young students
• To coordinate MAP’s monthly calendar of events, and coordinate with other departments to ensure a listing of all relevant museum activities with the same
• Keep open lines of communication with speakers, guests or facilitators and ensure that all pre-event organization runs smoothly
• Coordinate with any and all external vendors as per requirement for any event
• Ensure that all communications material is delivered on time and help with strategizing so that marketing for events is amplified for relevant audiences
• Manage the logistics for all live events: whether on digital platforms or physical venues
• Collaborating with any and all event partners
• Ensure that all protocols of recording and documentation are suitably followed, from permissions to publishing of videos.
• Provide events-management help and planning for other departmental or one-off engagements as well, such as a patrons event or a press conference.

Qualifications, Skill and Abilities

• Bachelor’s degree in humanities, art history or museum studies (Preferred)
• Some work experience in events coordination/ festival programming/events management (Preferred)
• Working knowledge of mailchimp and design softwares like photoshop is a plus
• Strong organisational skills and eye for detail
• Should be familiar with digital events platforms like Zoom, as well as outreach and audience growth tools available
• Experience in working with and forming partnerships and collaborations
• Knowledge of the non-profit sector, museum operations, the arts industry, and arts marketing is a plus
• Exemplary written, verbal, and listening communication skills
• Basic proofreading skills
• A demonstrated ability to communicate clearly and professionally
• Creative, innovative and resourceful – capable of handling any crises that may develop on-ground during the delivery or execution of an event
• Capacity to work under pressure and multitask
• Calendar management and planning
• Ability to work independently and effectively; self-directed
• Ability to work and deliver on tight deadlines
• Collaborative and energetic team player
• Responsible and accountable for his/her decisions
• Able to undertake flexible work hours, as and when necessary
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.

Application process

To apply please fill in an application form and upload your CV and relevant samples by the 31st May 2021.